

# **Pocket PC Phone User Manual**





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# Chapter 1: Getting Started


## Welcome

Congratulations on purchasing a Pocket PC phone. The integrated wireless voice and data capabilities mean that as well as keeping your important PIM information up-to-date and close at hand, you can make calls, send and receive email, and look up valuable information from the Internet or your company's network anytime, anywhere. Also, with Microsoft® ActiveSync®, the power of your device is increased by allowing you to synchronize the information on your PC with your device. Picture yourself in the following situations:

- While walking with a colleague, your Pocket PC device rings. You look at the caller ID and see it's your manager who is calling. She asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your device and instantly see a list of today's appointments and meetings. You are quickly able to tell your manager your available times, and make a note of the new meeting while on the call. You hang up; send e-mail with a schedule request for the three of you at the desired location.
- meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your PC and then synchronize it with your device. At dinner, you pull out your Pocket PC device and review your movie options with your friends. A Calendar reminder alerts you that it is time to catch the bus. You grab your Pocket PC device and catch the bus just in time. Because ActiveSync keeps the information on your device up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy, and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes, and your e-mail message responses to your PC.

## Where to Find Information

This book describes your device hardware, provides an overview of the programs on your device, and explains how to connect your device to a PC, a network, or the Internet. For instructions on setting up your device, see the **Quick Start Guide**. The following table is a guide to additional information to help you use your device.

For information on:	See this source:
Programs on your device	This User's Guide and device Help. To view Help, tap  and then <b>Help</b> .
Additional programs that can be installed on the device	The Pocket PC Companion CD.
Connecting to and synchronizing with a PC	The Quick Start Guide or ActiveSync Help on your PC. To view Help, click <b>Help</b> and then <b>Microsoft ActiveSync Help</b> .
Last-minute updates and detailed technical information	The Read Me files, located in the Microsoft ActiveSync folder on the PC and on the Pocket PC Companion CD.
Up-to-date information on your Pocket PC	<a href="http://www.microsoft.com/mobile/pocketpc">http://www.microsoft.com/mobile/pocketpc</a>

## Chapter 2: Hardware Features

Your device has hardware buttons, and a stylus for selecting items and entering information.

### Front Panel Components



- 1 Volume.** Press to adjust the volume of your device.
- 2 Infrared port.** Enables you to exchange file(s) or data with other devices without cables/ wires.
- 3 Power Button.** Press to turn on/off your pocket PC  
**Backlight.** Press and hold to turn the back light on/off.
- 4 Contacts.** Press for quick access to your Contacts.
- 5 Speaker.** Listen to audio media or a phone call from here.
- 6 Notification LED:**
  - a) Flashing Green (Every 3 seconds) – GSM network Signal.
  - b) Flashing Green (Every second) – Notification Alarm Reminder.
  - c) Steady Red – Battery empty.
  - d) Flashing Red – Low battery.
  - e) Steady Amber – Battery charging.
  - f) Steady Green – Fully charged.
- 7 Calendar.** Press to quickly access the Calendar.
- 8 End.** Press to end a call.  
**Phone On/off.** Press and hold to turn on/off your device's phone.



**9 Navigation Pad:**

Allows you to move up/ down and left/ right through any of the drop down menus or program instructions; select by pressing in the center.

**Left:** When in the Dialer screen, press once to access the Speed Dial feature.

**Right:** When in the Dialer screen, press once to access the Call Log feature.

**10 Microphone.** Speak here when receiving/ making a phone call or voice recording.

**11 Send.** Press to take an incoming call and to dial a number.

**Speakerphone.** Press and hold for speakerphone mode.

**12 Touch Screen.** For handwriting, drawing or to make a selection with the stylus.

## Back Panel Components



**1. SIM card door.** Open the rubber door to insert the SIM card.

**2. Antenna, stylus slot and stylus.** The antenna has a neatly hidden slot for housing the stylus.

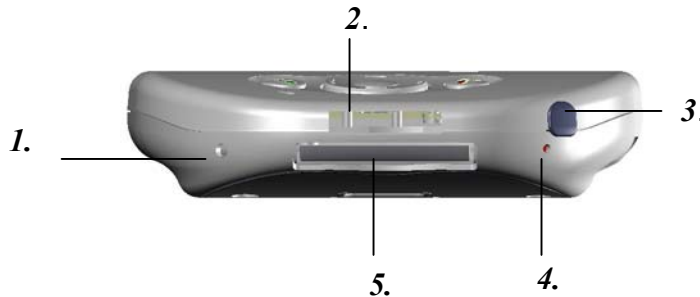
**3. To secure external battery.** The optional external battery should be fastened here. (see the section, *Attaching the External Battery*)


**4. External battery connector cover.** Remove this to uncover the connection between your device and the optional external battery.

**5. Main battery unit.** The main battery is housed permanently inside the device – It should only be changed through an authorized sales center.

**6. External battery clip.** Before screwing the extended battery into position please secure the clip on the bottom into this hole.

## Bottom Edge Components




- 1 **Soft Reset.** Press into the hole with the end of your stylus to reset your device.
- 2 **Sync connector.** Use this connector when synchronizing/ transmitting data or recharging.
- 3 **Earphone Jack.** Allows you to listen to audio media or use the phone hands-free kit.
- 4 **Battery on/ off switch.** Press into the hole with the end of the top-half of your stylus to return the device to factory settings.  
 Battery off will wipe all the data from your device.
- 5 **MMC and SD card slot.** Insert either MMC or SD cards in this slot.

## Accessories

### USB Cradle



- Your Pocket PC Phone comes with a USB cradle. This allows you to recharge your Pocket PC Phone, as well as synchronize information between your Pocket PC and a PC using ActiveSync.

 GPRS will not work when your device is plugged into the cradle.

 To synchronize the USB Cradle must be plugged into an available USB port on your PC.

## Battery Life

Your Pocket PC Phone contains a rechargeable Lithium polymer battery, which is housed permanently in your device. With continual use and recharging the battery will after a matter of years become unusable and should be changed through a service center. While you are using your device the amount of power consumed depends on whether you are talking on the phone, using the PDA functions or the device is on standby. The estimates for battery life – talk-time: 3~5 hours, PDA: 15-16 hours and standby: 150 -170 hrs – are based on you only using this function so, as you will be continually interchanging between these features and functions the estimates will vary.

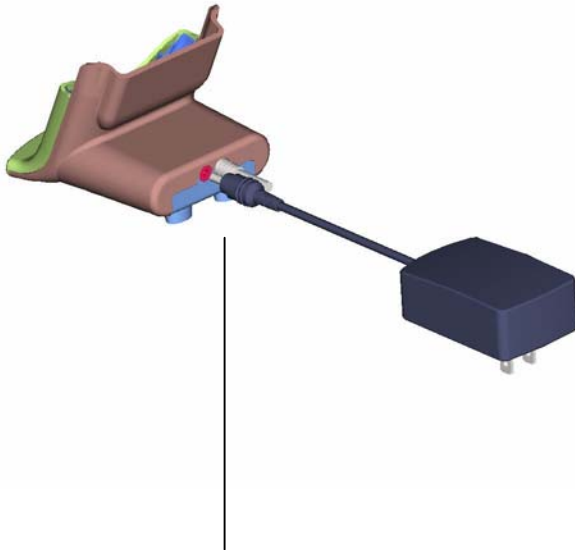


YOUR POCKET PC CONTAINS A LITHIUM POLYMER BATTERY PACK. THERE IS A RISK OF FIRE AND BURNS IF THE BATTERY PACK IS HANDLED IMPROPERLY. DO NOT DISASSEMBLE, CRUSH, PUNCTURE, SHORT EXTERNAL CONTACTS, OR DISPOSE OF IN FIRE OR WATER. DO NOT ATTEMPT TO OPEN OR SERVICE THE BATTERY PACK. REPLACE ONLY WITH THE BATTERY PACK DESIGNATED FOR THIS PRODUCT. DISPOSE OF BATTERIES PROPERLY.



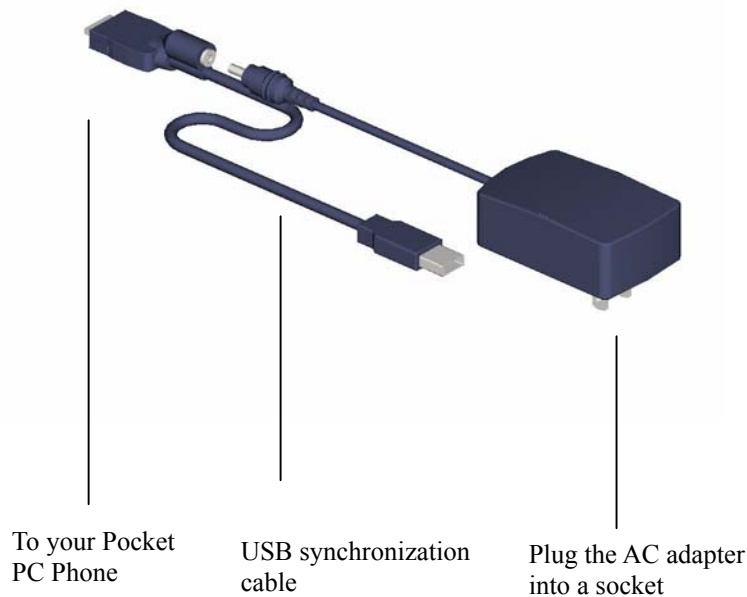
## Recharging the Battery

Remembering to charge your battery is extremely important as your device does not have a hard drive - all your data and any new programs you install, are stored in RAM. In the event that the battery loses all its power the data and new programs mentioned above will be wiped off – only the default programs installed when you bought the device will remain. You can recharge your device in the following ways:



AC Adapter plugs into the back of the cradle

- Place your Pocket PC Phone in the cradle and connect the cradle to an external power source. The first time you use it initially charge for three to four hours. Then, place it in the cradle for a short time each day to recharge it to its full capacity.



- You can plug the AC adapter into the optional USB/Serial cable head and then connect your Pocket PC Phone directly to an external power source.



- You can plug the AC adapter into the optional DC Converter and then connect your Pocket PC Phone directly to an external power source.

## When Your Battery Is Low

Your device has only one battery, however, a portion of that battery is saved as backup. If the battery gets very low, your Pocket PC Phone displays a warning message. If this occurs, save any unsaved data you are working on, perform a synchronization with your PC, then turn off your Pocket PC Phone. Don't try to restart your Pocket PC Phone until you have connected to external power. If your Pocket PC Phone does shut down, the backup portion of your battery will protect your data for about 72 hours.

## Optional Accessories

### A) SD and MMC Cards

Your device has an expansion slot compatible with a range of SD and MMC Memory cards, which are primarily used to backup or transfer files and data.

**To insert or remove a memory card:**



1. Push the memory card into slot (see above) until it clicks into place. The card is secure when it is not protruding from the base.
2. To remove the card push it in and then release, letting the card spring out.

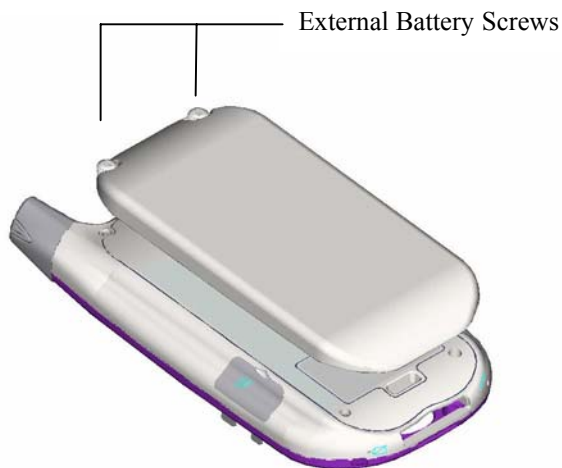


When you receive your device there will be a piece of plastic in the slot; remove as described in “2” above.

## B) External Battery

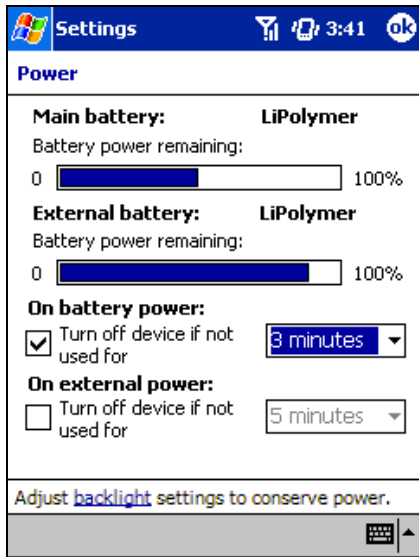
You can purchase an optional external battery to increase the battery life of your device by up to another 4 hours, and standby by another 150 hours - The external battery can be charged with either your device or with an **External Battery Charger**. Charging with the external battery charger should take about two and a half hours; when it is attached to the main unit total charging for the external battery and main unit should be about five hours.

### To attach the External Battery:



1. Remove the rubber cover protecting the device connector for the external battery - The cap is situated just below the right screw on the back of the device.
2. Hook the external battery into the embedded slot near the base of the back of your device (see picture to the left).
3. Tighten the screws situated in the top of the external battery into your device.

### To view the current charge of the external battery:



When you attach the external battery an extra indicator will be added to the Power screen.

To view this indicator tap **Start**, **Settings**, **System** and then **Power**.



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## C) USB cable



- The USB cable allows you to synchronize with your desktop without the cradle. The DC converter in the head also allows you, in combination with an AC adapter, to recharge your device.

## D) DC Connector



- The DC Connector in combination with the AC adapter allows you to recharge your device without the cradle.

## E) Serial Cable



- The Serial cable allows you to synchronize with your desktop without the cradle. The DC converter in the head also allows you, in combination with and AC adapter, to recharge your device.

# Chapter 3: Knowing Your Pocket PC Phone

## Reset the Pocket PC Phone and Clear Memory

You can perform a soft reset or a full reset – a soft reset restarts your device and a full reset switches the battery off. The result of a soft reset is that some data may be lost in programs that are open, however, the result of cutting power is to wipe all the data and new programs you have added, and return the device to factory setting – i.e. it will only have the software that was present when you bought it. On this basis, it is important not to think about a full reset as you would restarting, shutting down or even switching off improperly your desktop, but rather like a complete crash requiring you having to wipe your OS. The importance of backing up data to a SD card or your computer cannot be stressed enough - in the event you have to perform a full reset your data will not be lost.

### To perform a soft reset:

If your Pocket PC Phone responds slowly stops responding or freezes, try soft resetting it. A soft reset causes the Pocket PC Phone to restart and re-adjust memory allocation. Unsaved data in open windows may be lost.

- Use the stylus to press and hold the Reset button. (For details on finding soft reset, see, “Chapter 2, Bottom Edge Features.”)

### To perform a full reset:



A full device reset clears memory, deletes all data and restores the Pocket PC Phone to its default settings. Programs installed at the factory remain, while data you have created and programs you have installed are erased.



1. Unscrew the stylus and use the smaller point of the top-half.



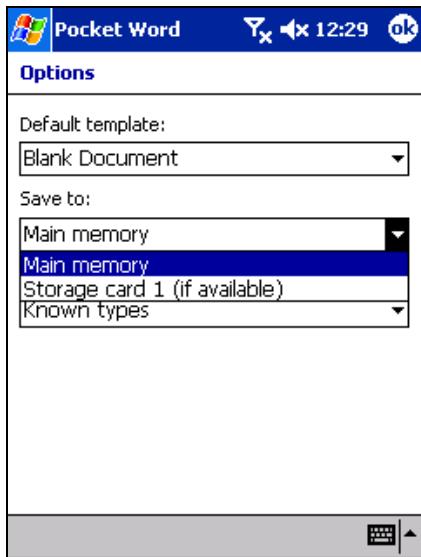
2. Press the battery switch once to turn it off, and then once more to turn it back on.



# Backing Up Files

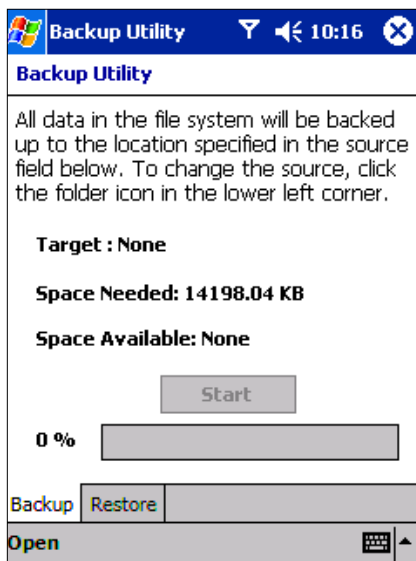
Because any new programs or data are stored in RAM, and therefore will be lost if you have to perform a full reset or your device loses all power for any other reason, it is absolutely paramount that you backup files to your computer, a memory card or FlashROM. When you are at your desktop you can synchronize with your computer to backup files, however, if you are outside and unable to access your desktop, you will need to backup files to an SD or MMC card or FlashROM. In the former case, you can backup individual files in Word or Excel or all files in SD backup. In the latter case, through the program **Permanent Save**, it is possible to backup and then restore Contacts, Calendar, Internet and Email Settings.


## To save Word or Excel files to a memory card:



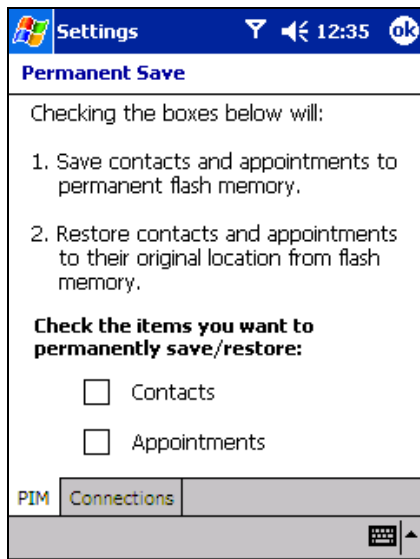
1. In application programs (e.g. Pocket Word or Excel), press **Tools, Options**.
2. Tap the drop down menu box under **Save To** and select **Storage Card**


## Backup or restore your system using SD Backup:



1. Push the memory card into slot (see above) until it clicks into place. The card is secure when it is not protruding from the base.
2. Tap , **Programs, SD Backup** then the **Backup** or **Restore** tab.
3. If you have inserted the SD card properly it will appear next to **Target**.
4. Make sure there are no application programs running in the background, then tap **Start**.

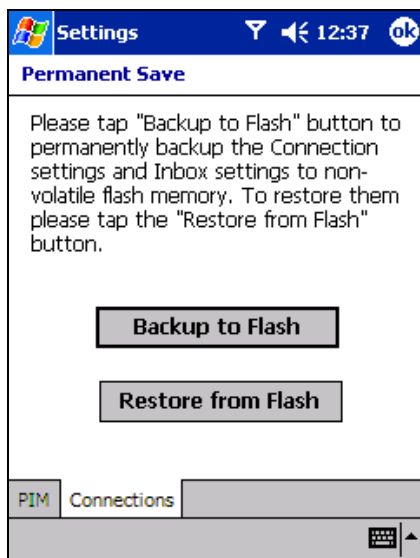
## To backup to FlashROM:




1. Tap , **Settings**, **System** and then **Permanent Save**.
2. To backup **Contacts** or **Calendar** tap the **PIM** tab, and then check one or both of the boxes.
3. To backup Inbox and Internet settings tap the **Connections** tab and then **Backup to Flash**.

When you select to backup **Contacts** and **Appointments**, your device will automatically backup newly added contacts and appointments. This will not happen for connections: if you add another connection you will need to back it up manually.

## To restore from FlashROM:



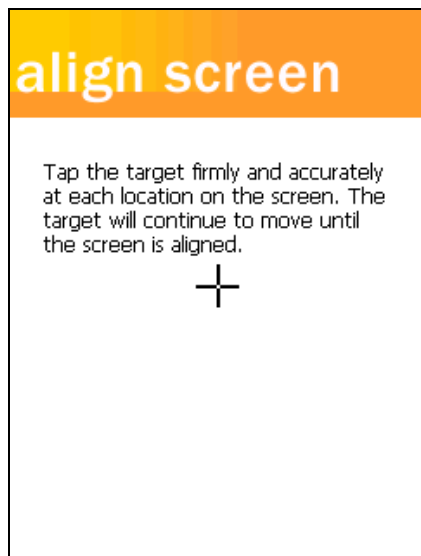
1. Tap , **Settings**, **System** and then **Permanent Save**.
2. To restore **Contacts** or **Calendar** tap the **PIM** tab, and then check one or both of the boxes.
3. To restore Inbox and Internet settings tap the **Connections** tab and then **Restore from Flash**.

## Screen tapping calibration and Re-calibration

When you first startup your Pocket PC Phone, you will be asked to calibrate the screen by tapping the center of a cross with your stylus as it moves around the screen. This process ensures when you tap the screen with your stylus the item tapped is activated.


If, however, when you are using your Pocket PC Phone, you discover tapping an item doesn't bring up the appropriate response, it means your Pocket PC Phone has lost calibration.

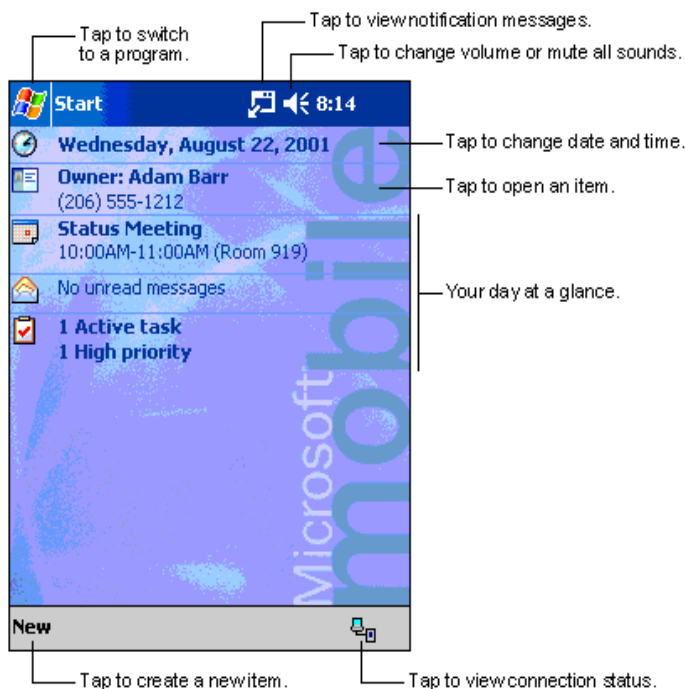
## To recalibrate the screen:













- Tap **Settings**, **System** and then **Screen**.
- As described above, tap the center of the cross to with your stylus as it moves around the screen.
- **Tap**. Touch the screen once with the stylus to open items and select options.
- **Drag**. Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold**. Tap and hold the stylus on an item to see a list of actions available for that item. On the pop up menu that appears, tap the action you want to perform.

## Today Screen


When you turn on your device for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping  and then **Today**. On the Today screen, you can see at glance important information for the day.





Following are some of the status icons you may see.

Status Icon	Meaning
	Turns all sounds on and off
	Main battery low
	Main battery very low
	Connection is active
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more e-mail/SMS messages were received
	Shows the connection to your mobile phone service provider is on and the strength of the signal
	Indicates your phone is switched off.



If more notification icons need to be displayed than there is room to display them, the Notification icon, , will display. Tap the icon to view all notification icons.

## Programs















You can switch from one program to another by selecting it from the  menu. (You can customize which programs you see on this menu. For information, see “Adjusting Settings,” later in this chapter.) To access some programs, you’ll need to tap , **Programs**, and then the program name.

You can also switch to some programs by pressing a program button. Your device has one or more program buttons located on the front or side of the device. The icons on the buttons identify the programs they switch to.

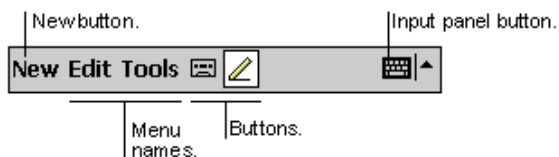


Some programs have abbreviated labels for check boxes and drop down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The following table contains a partial list of programs that are on your device. Look on the Pocket PC Companion CD for additional programs that you can install onto your device.

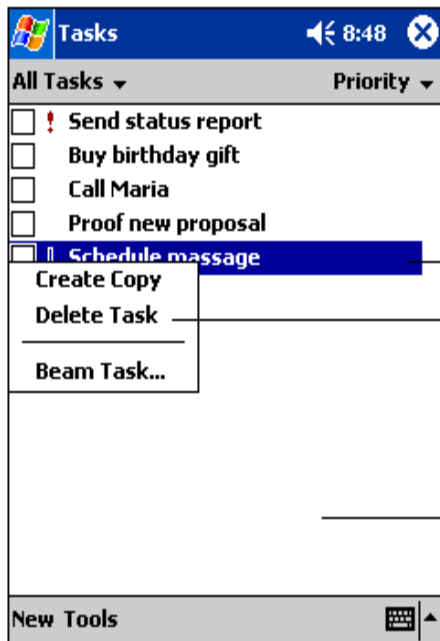
Icon	Program	Description
	<b>ActiveSync</b>	Synchronize information between your device and PC.
	<b>Calendar</b>	Keep track of your appointments and create meeting requests.
	<b>Contacts</b>	Keep track of your friends and colleagues.
	<b>Inbox</b>	Send and receive e-mail/ SMS messages.
	<b>Pocket Internet Explorer</b>	Browse Web and WAP sites, and download new programs and files from the Internet.
	<b>Notes</b>	Create handwritten or typed notes, drawings, and recordings.
	<b>Tasks</b>	Keep track of your tasks.
	<b>Pocket Excel</b>	Create new workbooks or view and edit Excel workbooks
	<b>MSN Messenger</b>	Send and receive instant messages with your MSN Messenger contacts.
	<b>Pocket Word</b>	Create new documents or view and edit MS-Word documents.
	<b>Phone</b>	Make and receive calls, swap between calls and set up conference calling.
	<b>SD Backup</b>	Backup your Pocket PC Phone files to an SD card.
	<b>SIM Manager</b>	Loads contents of your SIM card to your device and allow you to transfer to Contacts.
	<b>Windows Media Player</b>	To enable the multimedia function on your Pocket PC Phone.

# Navigation Bar and Command Bar



- The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.
- Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

## Pop up Menus



Tap and hold to display the pop-up menu.

Lift the stylus and tap the action you want.

Tap outside the menu to close it without performing an action.

With pop up menus, you can quickly choose an action for an item. For example, you can use the pop up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop up menus vary from program to program. To access a pop up menu, tap and hold the stylus on the item name that you want to perform the action on. When the menu appears, lift the stylus, and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.

# Notifications

Your device reminds you in a variety of ways when you have something to do or receive a SMS. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your device.
- The device vibrates.

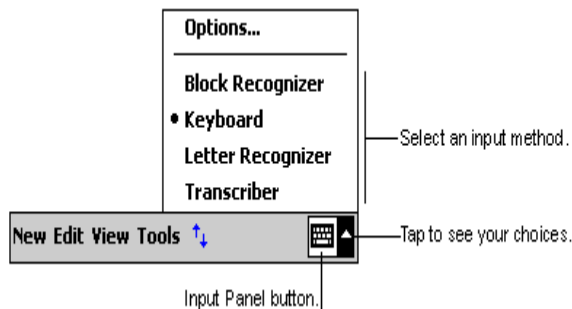
To choose reminder types and sounds for your device, tap  and then **Settings**. In the **Personal** tab, tap **Sounds & Notifications**. The options you choose here apply throughout the device.

# Enter Information on Your Device

You have several options for entering new information:

- Use the input panel to enter typed text, either by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your device microphone to record a message.
- Use Microsoft® ActiveSync® to synchronize or copy information from your PC to your device. For more information on ActiveSync, see ActiveSync Help on your PC.

## Entering Text Using the Input Panel:



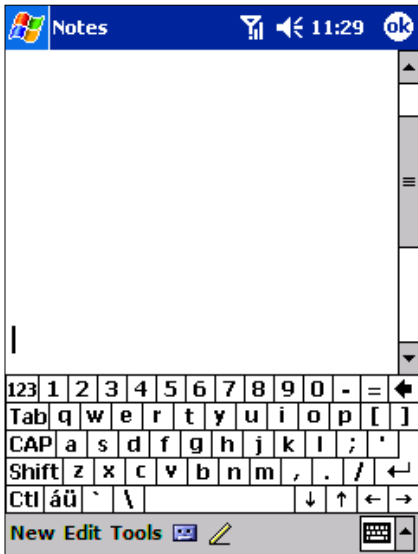
- Use the input panel to enter information in any program on your device. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.
- To show or hide the input panel, tap the Input Panel button. Tap the arrow next to the Input Panel button to see your choices.



Tap here if this is the right word.

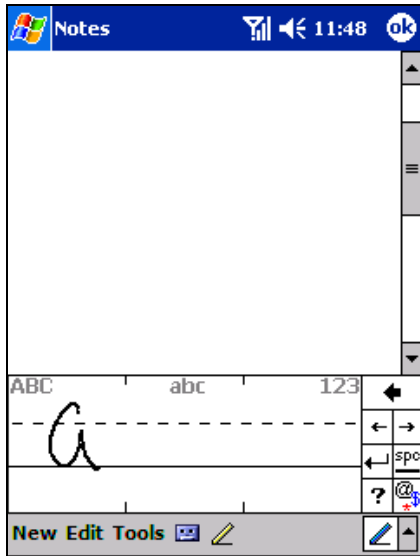
- When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.

### To type with the soft keyboard:



1. Tap the arrow next to the Input Panel button and then **Keyboard**.
2. On the soft keyboard that is displayed, tap the key with your stylus

## To use Letter Recognizer:

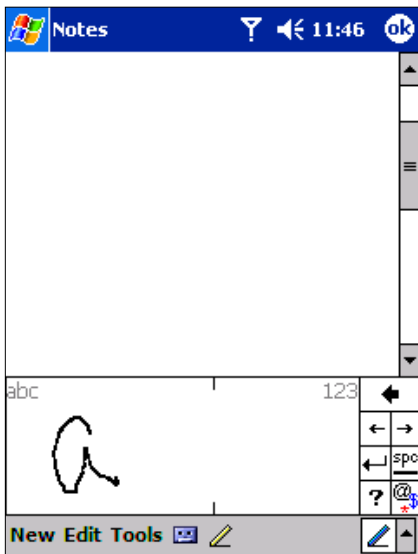


With **Letter Recognizer** you can write letters using the stylus just as you would on paper.

1. Tap the arrow next to the Input Panel button and then **Letter Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

## To use Block Recognizer:



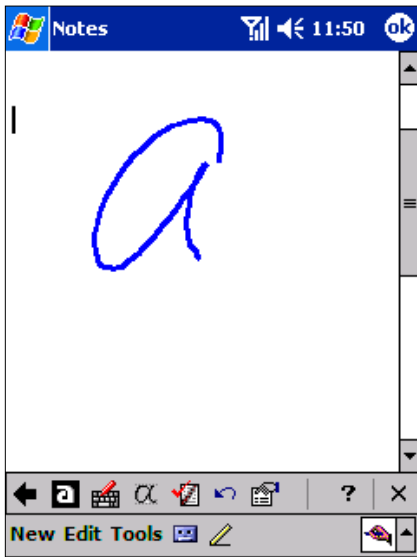
With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

1. Tap the arrow next to the Input Panel button and then **Block Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.



## To switch to Transcriber:

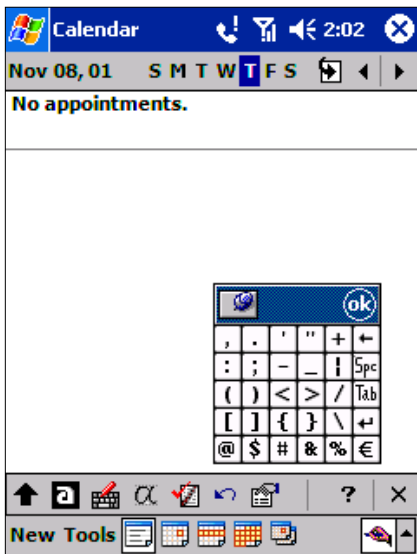


With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

1. Tap the arrow next to the Input Panel button and then **Transcriber**.
2. Write anywhere on the screen.

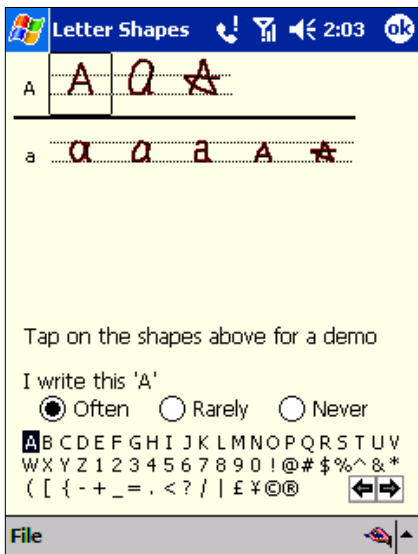
For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower right hand corner of the screen.

## To punctuate in Transcriber:



1. Tap the keyboard on the toolbar.
2. Tap **OK** to hide the keyboard.

## To see how to write a letter in Transcriber:

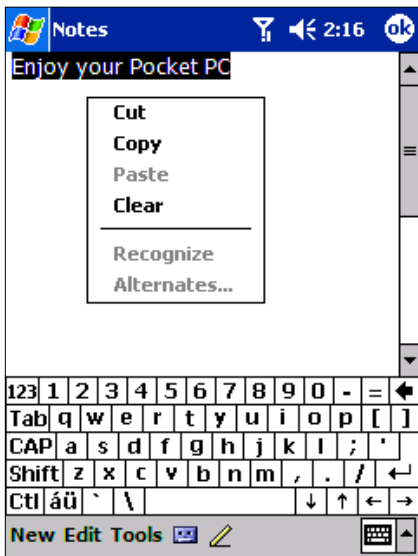


1. Tap “a” on the toolbar.
2. In the screen that appears, select the letter you want to learn about, and then tap on one of the examples given above.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower right hand corner of the screen.


Click on a letter for a demonstration

## To select typed text:



If you want to edit or format typed text, you must select it first. To do so:

- Drag the stylus across the text you want to select. You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop up menu, or by tapping the command on the **Edit** menu

To change word suggestion options, such as the number of words suggested at one time, tap , **Settings**, **Personal** tab, **Input**, and then the **Word Completion** tab.

## To edit text:

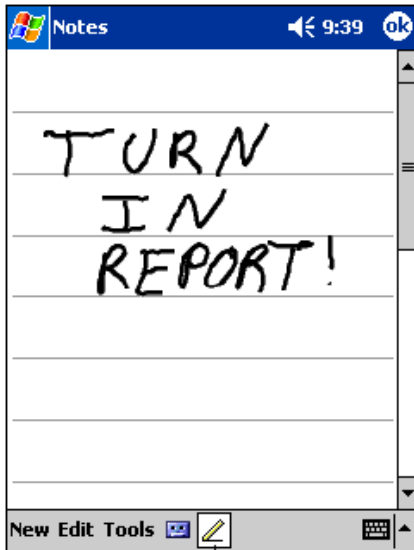
Each input program provides cursor keys to move through text and backspace so that you can correct spelling, grammar or insert additional information. Alternatively, you can use your stylus to make an insert.

After you have made an insert, you can use any of the input methods described above to add additional text at the insertion point.

# Writing on the Screen

In any program that accepts writing, such as the Notes program, and in the **Notes** tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

## To write on the screen:



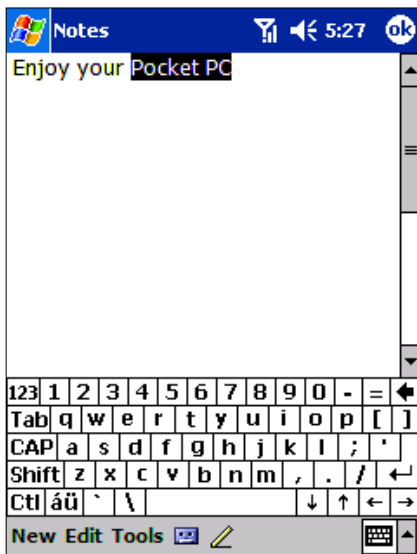
Tap the Pen button and use your stylus like a pen.

- Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.



Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

## To select writing:



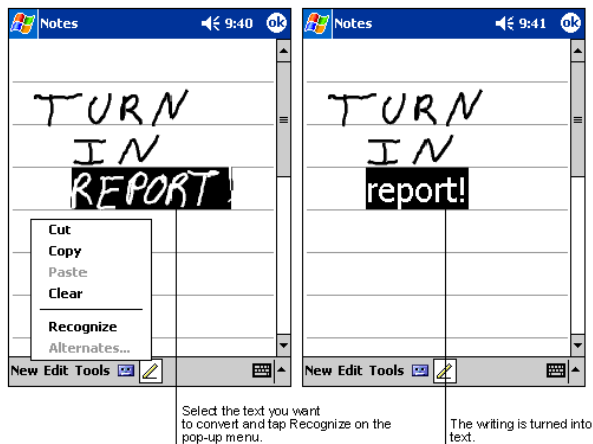
If you want to edit or format writing, you must select it first.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears.
2. Without lifting, drag the stylus across the text you want to select.

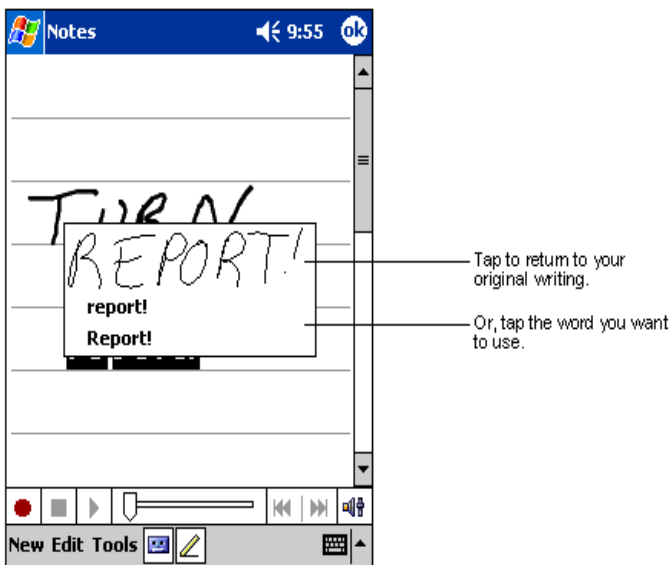
If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop up menu, or tap the command on the **Edit** menu.

## To convert writing to text:



1. Tap **Tools** and then **Recognize**.
2. If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop up menu). If a word is not recognized, it is left as writing.
3. If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.



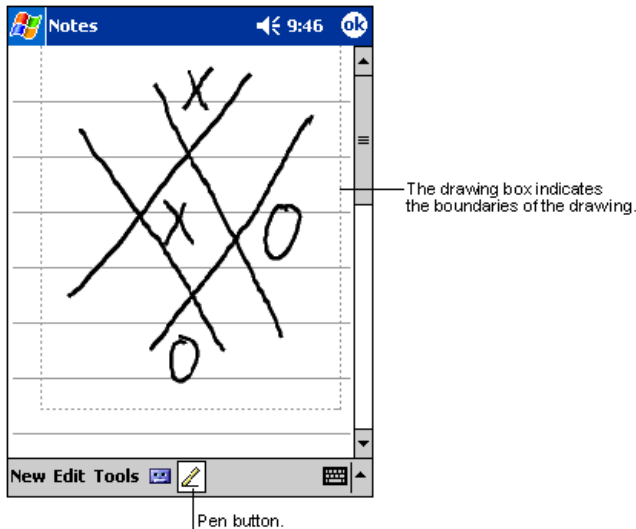
## Tips for getting good recognition:

1. Write neatly.
2. Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
3. For better recognition, try increasing the zoom level to 300% using the **Tools** menu.
4. Write the letters of a word closely and leave big gaps between words so that the device can easily tell where words begin and end.
5. Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
6. If you add writing to a word to change it (such as changing a “3” to an “8”) after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

# Drawing on the Screen

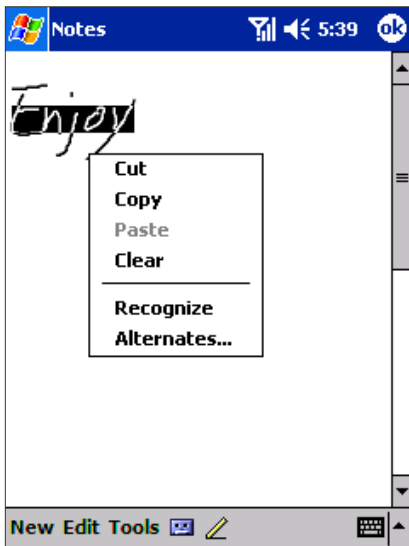
You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

## To create a drawing:



- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.

## To select a drawing:



If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.
- You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the Pen button is not selected, and drag a selection handle.

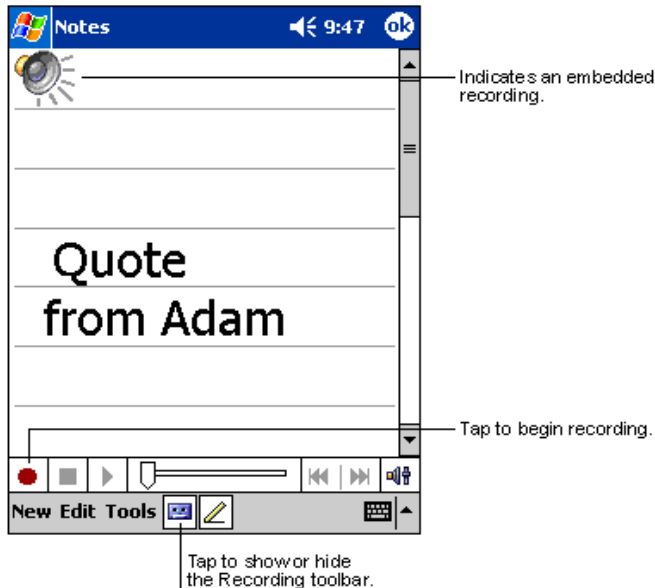





You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.


## Recording a Message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

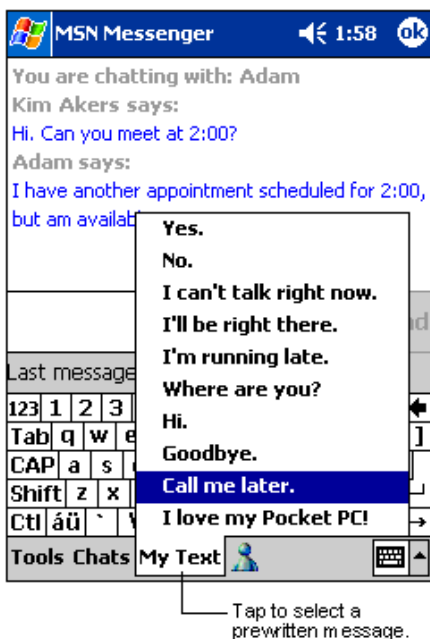
### To create a recording:




1. Hold your device's microphone near your mouth or other source of sound.
2. Tap , and then **Notes**.
3. Tap  to make your recording. Meanwhile a beep will in the beginning of the recording.
4. Tap  to stop recording. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

 You can also make a recording by tapping the **Record** button on the Recording toolbar.

### Using My Text:




- When using Inbox or MSN Messenger, use **My Text** to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap a message.
- To edit a My Text message, in the **Tools** menu, tap **Edit** and then tap **My Text Messages**. Select the message you wish to edit and make desired changes.

 You can add text after inserting a **My Text** message before sending it.

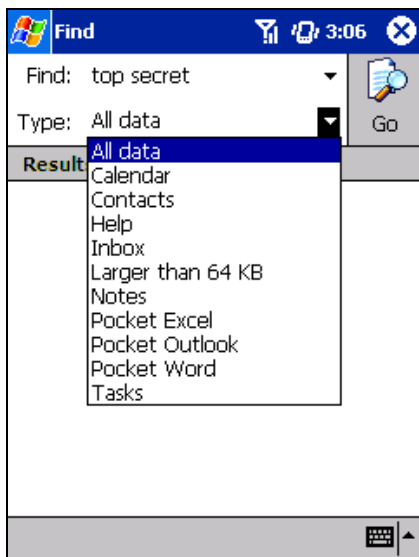
# Find and Organize Information

The Find feature on your device helps you quickly locate information.



- On the  menu, tap **Find**. Enter the text you want to find, select a data type, and then tap **Go** to start the search.

▣ To quickly find information that is taking up storage space on your device, select **Larger than 64 KB** in **Type**.



- Tap in a file name, select a file type and press **Go**.
- The name of the file will appear in the box entitled **Results**.

# Managing Memory

Memory on your Pocket PC Phone is shared between storage memory and program memory. Storage memory is used to store the information you create and programs you install. Program memory is used to run programs on your Pocket PC Phone. Pocket PC Phone automatically manages the allocation between storage and program memory.





## To view memory allocation and availability:

Tap , **Settings**, **System** and then **Memory**.

## Finding Space in Storage memory

However, in some situations, such as when memory is low, your Pocket PC Phone may not be able to automatically adjust the allocation. If you receive a message stating that storage or program memory is unavailable, try the following solutions.

### To make available storage memory:

1. Move data to a SD storage card.
2. Tap , **Programs**, and then **File Explorer**. Tap and hold the file you want to move, and tap **Cut**. Browse to the **My Documents** folder in the storage card folder, tap **Edit**, and then tap **Paste**. Files stored in folders other than **My Documents** or stored in folders within subfolders in My Documents may not show up in the list view of some programs. When using **Notes**, **Pocket Word**, or **Pocket Excel**, you can also move files by opening the item and tapping **Tools** or **Edit** and then **Rename/Move**.
3. Move e-mail attachments. In Inbox, tap **Tools** and then **Options**. On the **Storage** tab, select **Store attachments on storage card**. All attachments are moved to the storage card, and new attachments are automatically stored on the storage card.
4. Set programs such as Notes, Pocket Word, and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** and then **Options**.
5. If you are copying files from your PC or another device to your Pocket PC Phone, try adjusting the slider in the **Memory** setting. Tap  and then **Settings**. On the **System** tab, tap **Memory** and check whether the slider can be adjusted manually before copying files.
6. Delete unnecessary files. Tap , **Programs**, and then **File Explorer**. Tap and hold the file, and then tap **Delete** on the pop up menu. To find your largest files, tap  and then **Find**. In the **Type** list, tap **Larger than 64 KB**, and then tap **Go**.
7. In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** and then **Options**. Tap **Delete Files** and **Clear History**.



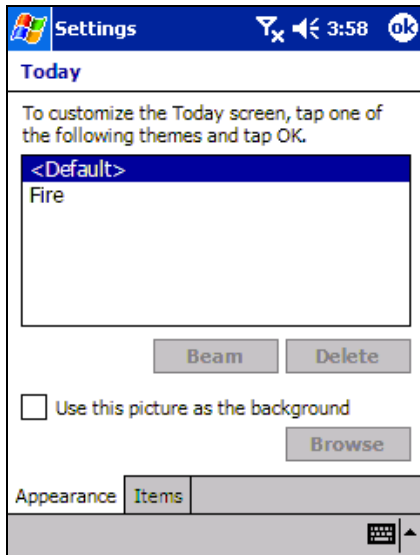
# Customize Your Pocket PC

You can customize your device by adjusting device settings and installing additional software.

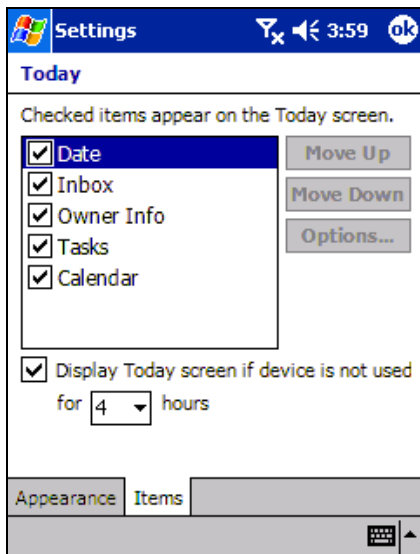
## Customizing the Today Screen

You can customize the Today screen in the following ways: change the background picture, select the information you want displayed and in what order, and further customize to show future appointments.

### To change the background:



1. Tap **Start**, **Settings**, **Personal** and then **Today**.
2. On the Appearance tab, select the desired theme for the background. To use your own background, select **Use this picture as the background** and tap **Browse** to locate the desired file.
3. Choose a folder and type and then tap find.
4. Tap the picture you want to use and then tap OK.




To customize the information you want displayed:

1. Tap **Start**, **Settings**, **Personal** and then **Today**.
2. On the Items tab:
  - Uncheck a box to remove its information.
  - Select an item and tap **Move Up** or **Move Down** to change its position.
  - Choose to select or deselect **Display Today screen if device is not used for**, and then select a number of hours from the box below.

















To customize Tasks or Calendar:

1. Select **Tasks** or **Calendar**, and then **Options** to further customize.

## Adjusting Settings

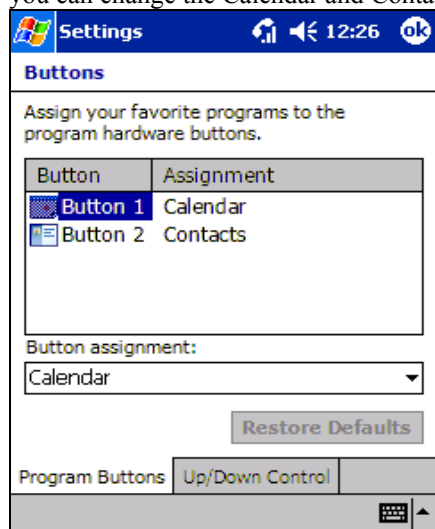
You can adjust device settings to suit the way you work. To see available options, tap  **Settings**, then the **Personal** or **System** tab located at the bottom of the screen.

- You might want to adjust the following:

Icon	Program	Description
	<b>Buttons</b>	To assign the application program to hardware button.
	<b>Input</b>	To setup the input portion of your device.
	<b>Menu</b>	To customize what appears on the  menu, and to enable a pop up menu from the <b>New</b> button.
	<b>Owner Information</b>	To enter your contact information.
	<b>Password</b>	To limit access to your device.
	<b>Phone</b>	To setup the phone function of your wireless feature.
	<b>Sound and notification</b>	To set the notification type, event, and volume.
	<b>Today</b>	To customize the look and the information that is displayed on the Today screen.
	<b>Backlight</b>	To customize the frontlight turns on/ off and brightness for power saving purpose.
	<b>Clock</b>	To change the time or to set alarms.
	<b>Microphone AGC</b>	To enable/ disable the microphone AGC.
	<b>Power</b>	To maximize battery life.
	<b>Regional settings</b>	To customize the region and relative format for the region you use.
	<b>Remove programs</b>	You may through this function to remove some application program(s) not uses frequently to save the limited memory.
	<b>Screen</b>	To re-calibrate the screen tapping and enable/ disable <b>Clear Type</b> feature.

# Changing the Default Button Settings

The buttons on your device are default set for Calendar, Contacts and Phone. The phone buttons cannot be changed, however, you can change the Calendar and Contacts buttons to open other programs.



1. Tap **Start, Settings, Personal** and then **Buttons**.
2. Select a button, a program in **Button Assignment**, and then tap **OK**.

## Adding or Removing Programs

Programs added to your device at the factory are stored in ROM (read only memory). You cannot remove this software, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a \*.xip extension. All other programs and data files added to your device after factory installation is stored in RAM (random access memory).

You can install any program created for your device, as long as your device has enough memory. The most popular place to find software for your device is on the Pocket PC Web site (<http://www.microsoft.com/mobile/pocketpc>).

### To add programs using ActiveSync:

You'll need to install the appropriate software for your device on your PC before installing it on your device.


1. Determine your device and processor type so that you know which version of the software to install.

Tap  and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.





2. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single \*.xip, \*.exe, or \*.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your device and PC.
5. Double click the \*.exe file.
  - If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your PC, the installer will automatically transfer the software to your device.
  - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of PC. You will need to move this file to your device. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your device. For more information on copying files using ActiveSync, see ActiveSync Help.

Once installation is complete, tap , **Programs**, and then the program icon to switch to it.

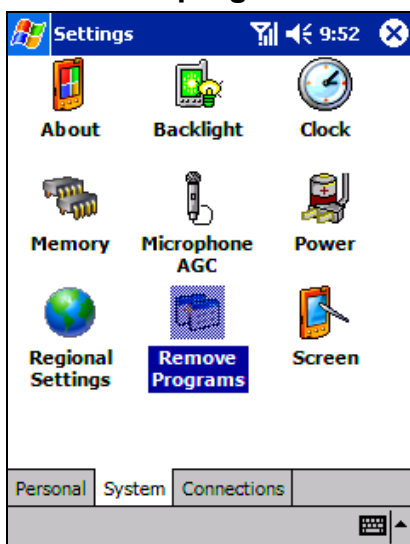
## To add a program directly from the Internet:


1. Determine your device and processor type so that you know which version of the software to install.
2. Tap  and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.
3. Download the program to your device straight from the Internet using Pocket Internet Explorer. You may see a single \*.xip, \*.exe or \*.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your device processor type.
4. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
5. Tap the file, such as a \*.xip or \*.exe file. The installation wizard will begin. Follow the directions on the screen.

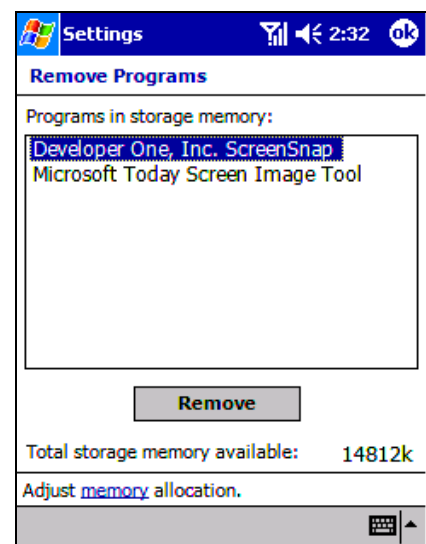
## To add a program to the Start menu:

1. Tap , **Settings**, **Menus**, the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the device to move the program to the Start Menu folder, or use ActiveSync on the PC to create a shortcut to the program and place the shortcut in the Start Menu folder.
2. **Using File Explorer on the device:** Tap , **Programs**, **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the device). Tap and hold the program and tap **Cut** on the pop up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop up menu.
3. The program will now appear on the  menu. For more information on using File Explorer, see “Find and Organize Information,” earlier in this chapter.
4. **Using ActiveSync on the PC:** Use the Explorer in ActiveSync to explore your device files and locate the program. Right click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the  menu. For more information, see ActiveSync Help.

## To remove programs:



- Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**.
- If the program does not appear in the list of installed programs, use File Explorer on your device to locate the program, tap and hold the program, and then tap **Delete** on the pop up menu.



# Chapter 4: Phone

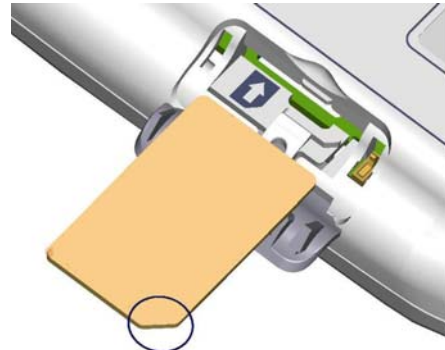
## A) About Your Phone

As well all the standard features of a mobile phone - such as mailbox and call log – there are several dialing features unique to your Pocket PC Phone. For example, you can take notes while talking, dial directly from Microsoft Contacts and easily transfer contacts between your SIM card and the RAM of your device.

Additionally, like with a conventional mobile phone, you easily use one hand to access and navigate through the important features of your device and make calls.

### Installing The SIM

- ◆ Remove the stylus.
- ◆ Turn over your device and open the SIM door with the stylus.
- ◆ Slide the SIM card into the slot until it clicks into place. The SIM should be inserted exactly as the picture shows.



### Removing the SIM card

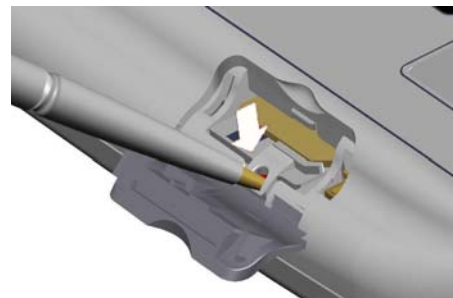


MAKE SURE YOU HAVE SAVED ANY DATA IN OPEN PROGRAMS: OPENING THE SIM DOOR WILL TURN YOUR DEVICE OFF

- ◆ Remove the stylus.
- ◆ Turn over your device and open the SIM door with the stylus.



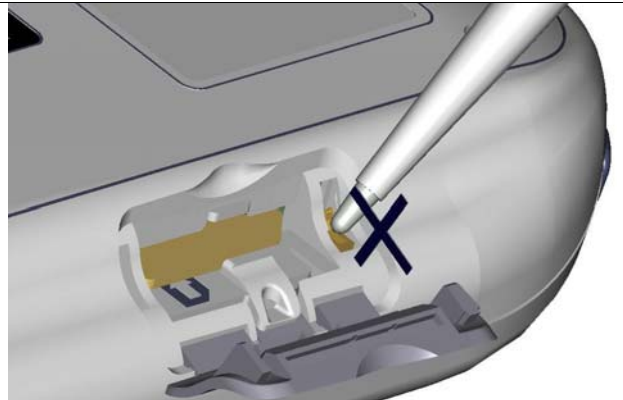
Press the point of your stylus into the hole until the SIM card springs out; then use your fingers to finish removing.







PLEASE PAY PARTICULAR ATTENTION TO THE STYLUS POSITIONS IN THE PICTURE ABOVE RELATED TO REMOVING THE SIM CARD, AND IN THE PICTURE TO THE RIGHT. DO NOT PUT THE STYLUS IN THE HOLE IN THE PICTURE TO THE RIGHT: IT WILL CAUSE IRREPARABLE DAMAGE TO YOUR DEVICE.

SUCH DAMAGE IS CONSIDERED AS MISUSE AND WILL NOT BE COVERED BY WARRANTY SERVICE.



## About The Dialer Screen

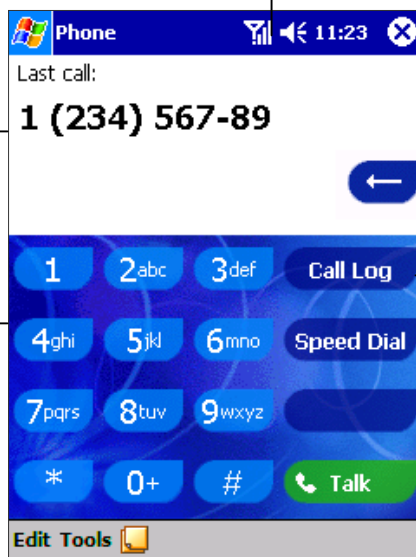
To access the Dialer Screen, tap  and then **Phone**, or press . From the dialer screen, as well as being able to make calls, access **Call Log**, **Speed Dial** and **Phone Setting**, you can find signal status information and important icons that tell you about your call.

This icon indicates a call is being made and the strength of the signal.

Last number details are displayed here

Keypad for inputting

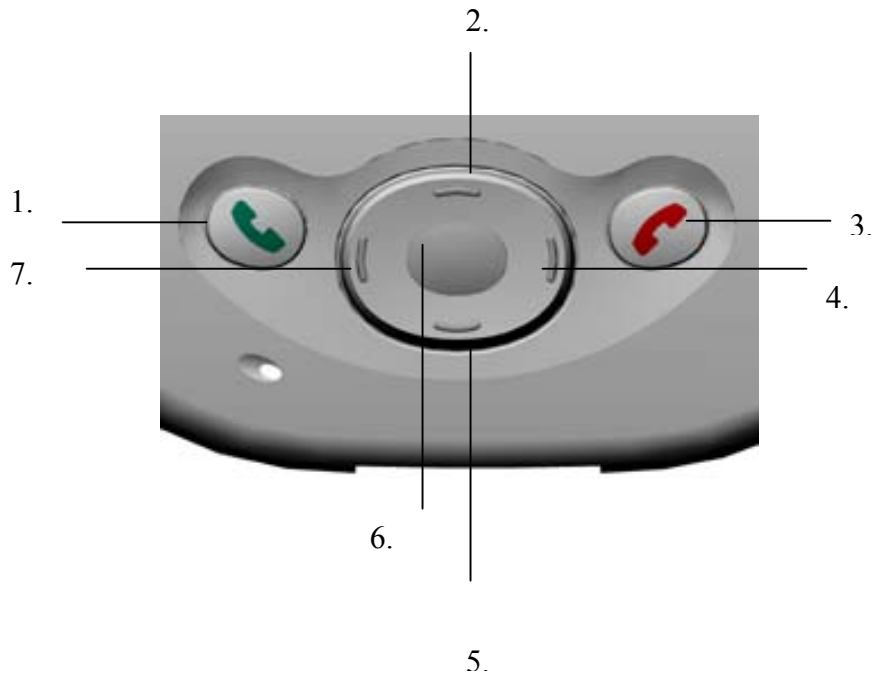
Click **Tools**, **Options** to access phone setting.



See all calls received, made and missed.

For numbers you call often


## The Navigation Pad and Dialing





1. **Take Call** – Press to take an incoming call.  
**Dialer Screen** – Press to activate the dialer screen.  
**Speakerphone** – Press and hold to turn on or off the speakerphone during a call.  
**Dial** – Press to dial a number.
2. **Scroll Up** – Press to scroll up through a list.
3. **End Call** – Press to end a call.  
**Phone Signal** - Press and hold to turn on and off your phone.
4. **Call Log** – After launching the dialer screen, press to enter the Call Log feature.
5. **Scroll Down** – Press to scroll down through a list.
6. **Center** – Press to select.
7. **Speed Dial** – After launching the dialer screen, press to enter the Speed Dial feature.


The icons listed below may be seen in the top bar of the screen:

 - **Phone off or out of network service**, tap this icon to turn on the phone.

 - **In network service**, tap this icon to turn off the phone.

 - **Call Missed**, tap this icon to view the call(s) you missed.

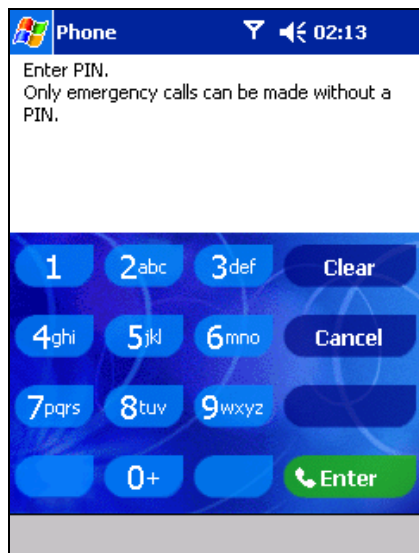
 - **Unread E-mail or SMS**, tap the icon to view unread SMS or E-mail.


 - **Connecting in progress**, the icon will disappear when you are connected to your ISP.

 - **Shows your connection is at full strength.**

## Entering Your PIN



Most SIM cards are preset with a PIN (**Personal Identity Number**), provided by your mobile service provider, which you need to enter whenever you use your device.




1. Enter the preset PIN from your mobile phone service provider (please contact your mobile service provider).
2. Tap .
3. If your PIN is entered incorrectly three times, then SIM card will be blocked. If it happens, you can unblock it with the **PIN Unblocking Key** from your mobile phone service provider.

## Checking You Are Connected


The default settings for your device are programmed to assume you want to use your phone so, providing you have inserted a SIM card, your device will turn on your mobile phone connection to your service provider's network.

The icon  indicates that you are connected to the network of your mobile phone operator – Thereafter a full strength signal is indicated by  and as the strength of the signal diminishes so will the number of vertical bars in the icon, with no bars indicating no signal.




	<b>If you have turned the phone off, removed and then reinserted the SIM card, your device will not automatically turn the phone on. In this event, turn it on as described below in Turning the Phone Connection On and Off.</b>
---	---

## Turning The Phone On and Off

As indicated above your Pocket PC will turn on your phone when you insert a SIM card, however, you can choose to turn off your phone and just use the Pocket PC features at anytime – and then turn it back on when you want.

	<b>IN MANY COUNTRIES YOU ARE REQUIRED BY LAW TO TURN OFF YOUR PHONE WHEN YOU FLY. TURNING OFF YOUR POCKET PC DOESN'T TURN OFF YOUR PHONE; YOU MUST TURN OFF YOUR WIRELESS CONNECTION TO YOUR OPERATOR'S NETWORK.</b>
---	--

### To turn off the phone:

Press and hold the  button until  appears in the navigation bar. Or, tap  and then **Turn phone off** from the pop-up menu.





## To turn on the phone:

Press and hold  until  appears in the top toolbar.

## Adjusting The Phone Volume



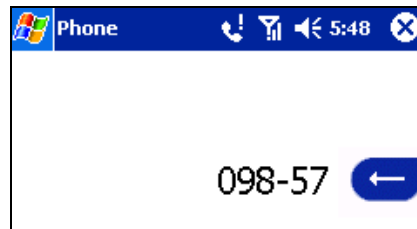
1. You can tap icon  or press the volume on the side bar of your device during a call.

 To adjust the conversation phone volume, you must do it during a call. If you adjust the volume at another time it will affect the ring and notification levels, and MP3.

## Back Spacing and Deleting

If you tap a wrong number when you are keying in, you can back space to erase individual numbers one at a time or you can delete all the numbers in the window.

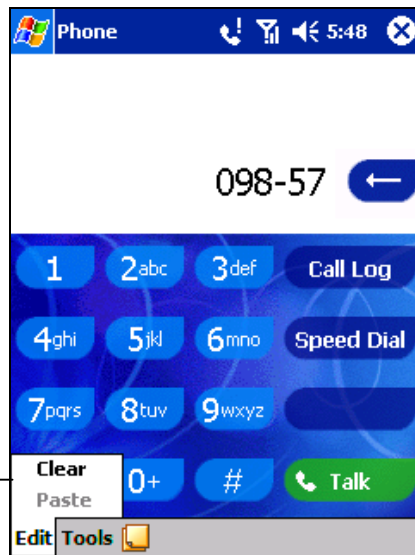
### To back space over numbers:



Tap here to back space and erase numbers individually.

### To delete the number:

Tapping **Clear** will erase **098-57** as will holding down the backspace key.



## Saving Personal Numbers

You can choose to save your personal phone numbers in a separate screen in SIM Manager.

### To save personal numbers:

1. Tap **Start**, **Programs**, **SIM Manager**, **Tools** and then **Personal Numbers**.
2. Add a number to the screen and then tap **OK**.




## B) Basic Dialing Features

In this section you can find information on the basic features of your phone: making or answering a call, using the speakerphone, making notes during a call, putting a call on hold, and using the conferencing facility. You can also send SMS from the Dialer screen.

### Making a call

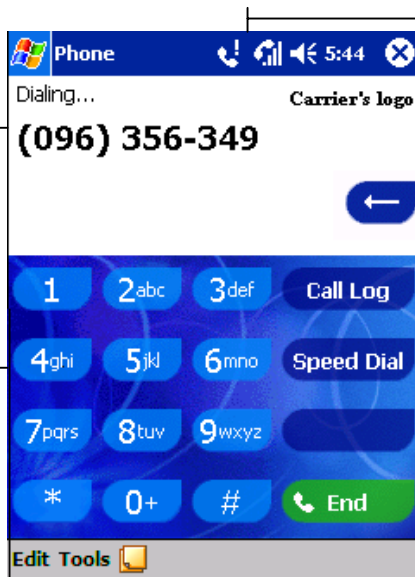
With your Pocket PC Phone, you can make a call from the **Dialer**, **Speed Dial**, **Call Log**, **Contacts** and **SIM Manager**.

#### To make a call from the Dialer:

1. Press  to bring up the dialer screen.
2. Tap the number into the keypad and then tap  or press  button.

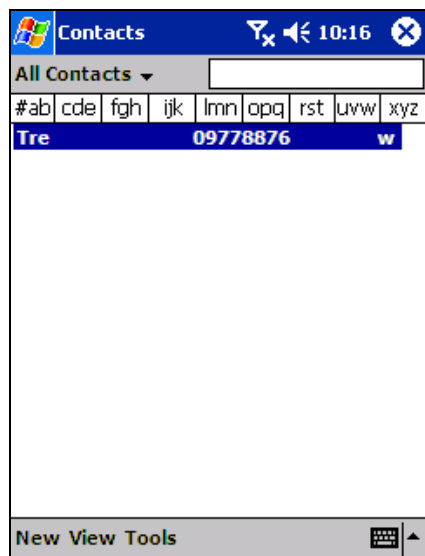
The number will appear here.

Tap the number you wish to dial here.




The signal icon will change when you are making a call.


#### To make a call from Contacts:

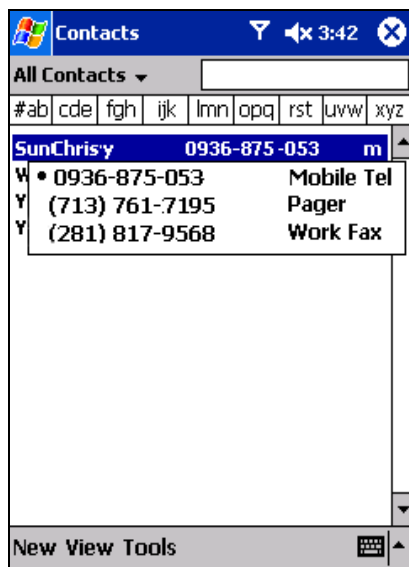


You can make a call from Contacts in the following way:

1. Press the Microsoft Contacts Button, find the contact and then tap  twice – once to send to the dialer screen and once to call.



The pop up menu and  button will by default display **Call Work Tel.** However, you can customize so that the mobile number or email is displayed instead:



### Either:

1. Select a contact in the contacts list and then press left or right on the navigation pad – the number on the screen will change.

### Or:

1. In the contacts list tap the “w” in the right column next to the contact you want to customize. A pop-up menu will display the phone numbers and email addresses for this contact with a dot next to the priority number.
2. In the pop-up menu select a priority – If you selected mobile number, “m” should now be in the right column next to the contact.

### **To make a call from Speed Dial (A):**



Speed dial is a list you can create of often-dialed numbers. Information on adding a number to Speed Dial is detailed later in this chapter.


By memorizing the position in the Speed Dial list of a number, you can dial the number by entering its position number. For example:

In the picture on the left John Fredericks is at position 4. To dial his number simply tap and hold 4 on the dialer keypad; if the number holds a position of 10 or more tap the first number, and then tap and hold the second to dial.

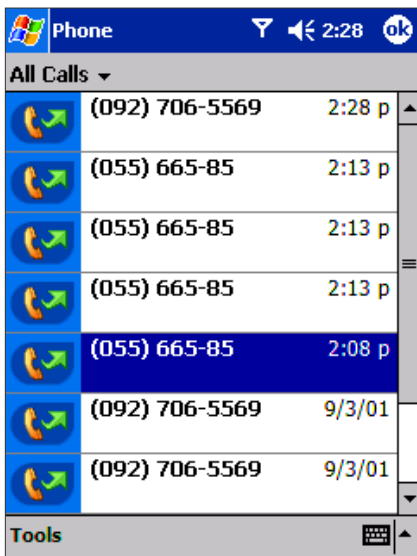
## To make a call from Speed Dial (B):




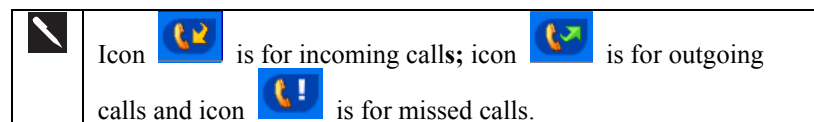
Alternatively, if you don't remember the position of a number in the **Speed Dial** list use the method below:

1. Go to **Phone**, press once the left-side of navigation pad, or tap **Speed Dial**.
2. In **Speed Dial** use the navigation pad to find the number you want to dial, and then press .

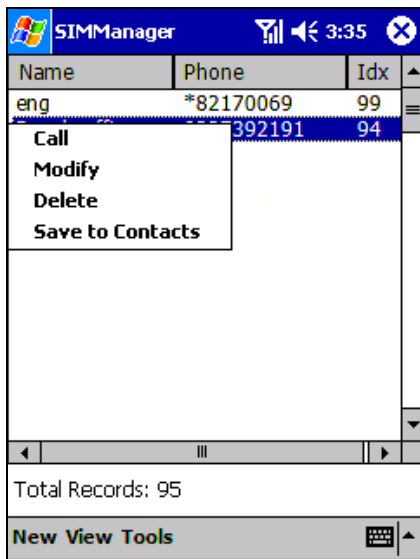
## To make a call from the Call Log:




1. Go to **Phone** and press the right side of the navigation pad or tap **Call Log**.
2. Find the call details by first selecting the category it is filed under. For example, if it is in **All calls** select **All calls** from the drop down menu in the top-left corner.
3. Use the navigation pad to find the number and then tap  or the icon to the left of the number you wish to call.

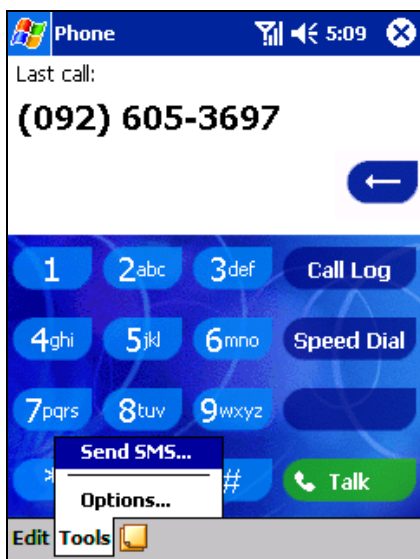


### To make a call from SIM Manager:

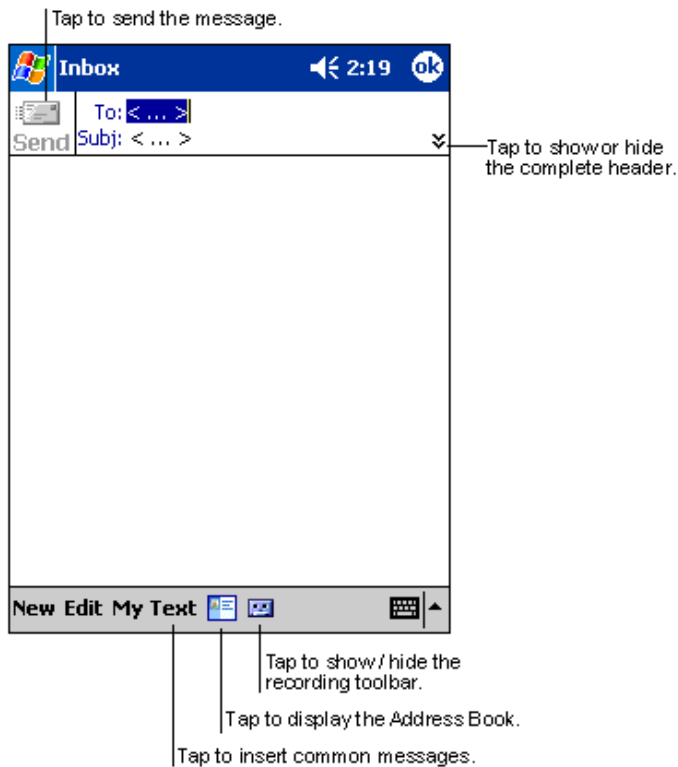


1. Tap , **Programs**, and then tap **SIM Manager** – wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you wish to call, and then select **Call** from the pop-up menu.

### To send SMS in phone dialer:



1. Tap **Tools**, and then **Send SMS**.
2. The screen below will appear.
3. Tap **New**.
4. In the **To** field, enter either **e-mail address** or **SMS number** of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.
5. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.
6. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.







1. Whether you want to send or read **E-mail** or a **SMS**, you can swap by tapping **Services** then choose what service you want.
2. If you are sending an SMS message and want to know if it was received, tap **Edit**, **Options**, and select **Request SMS text message delivery notification** before sending the message.

## Enabling the Speakerphone Mode

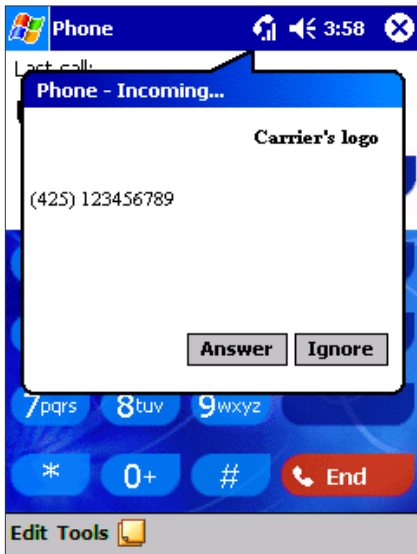
Your device has a speakerphone allowing you to talk hands-free and/or let other people to listen to the caller.





1. Wait until the phone is ringing.
2. Hold down the  until the speakerphone comes on and the icon  appears in the top toolbar.
3. To turn off the speakerphone hold down the  again.

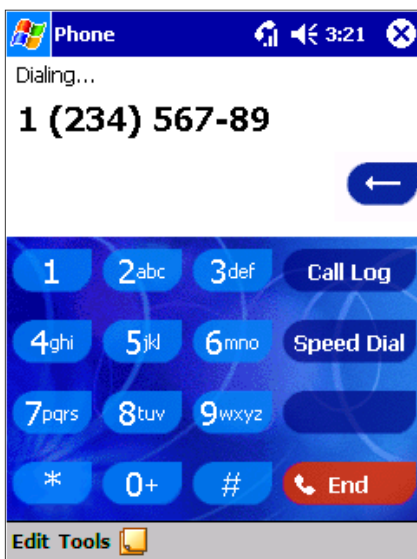
	Do not leave the phone in speakerphone mode and hold it on your ear; the sound will damage your ear.
---	--


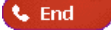
## Answering or Rejecting a Call



- Tap **Answer**, or press  on your device.
- Tap **Ignore** or press  to reject the call.
  - If you reject a call the busy tone will be sent out.

## Ending a Call



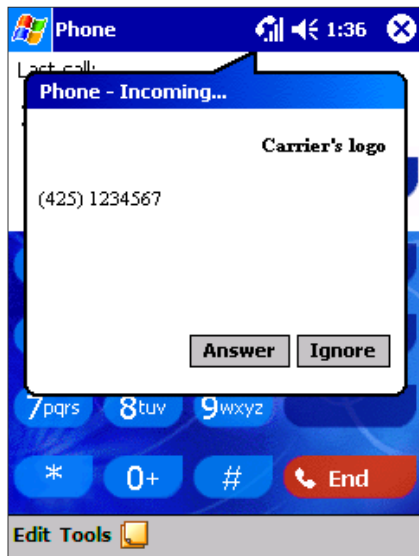
- Once an incoming or outgoing call is proceeding, you can press  or tap  to end the call.


## Managing More Than One Call

Your device will notify you when you have another caller and you have the choice of rejecting or accepting incoming call. If you accept you can then choose to swap between this caller and the original or set up a conference call between all 3 parties. You can, of course, also initiate the situation above – with conference calling you can create a conversation between up to 6 people.

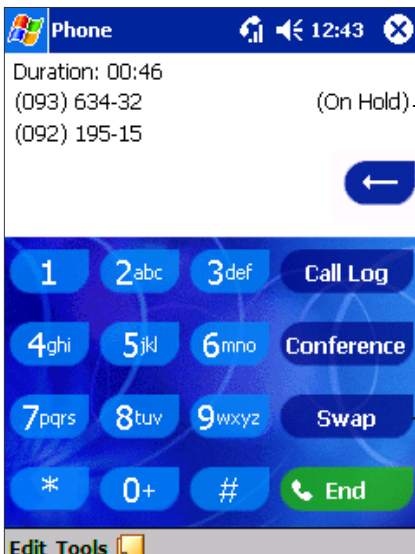


## Putting a Call on hold:



1. If another person is trying to call you when you are talking on the phone the screen to the left will pop out.
2. Tap **Answer** to take the 2<sup>nd</sup> call and put the 1<sup>st</sup> on hold.
3. To end the 2<sup>nd</sup> call and go back to the 1<sup>st</sup>, tap **End** or .

## To swap between calls:

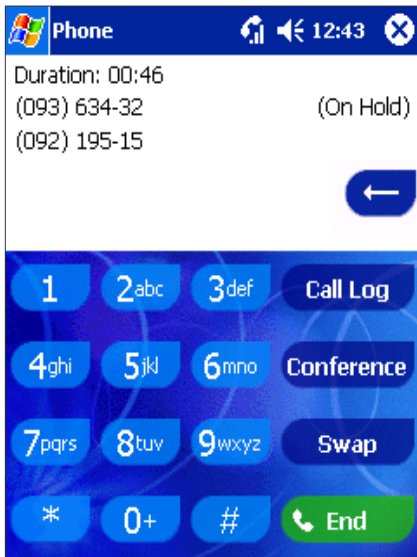


Indicates which number is on hold

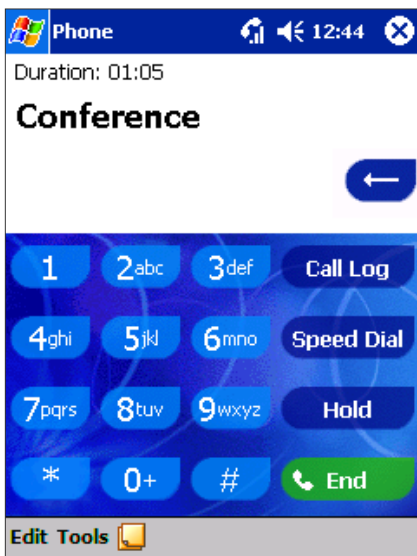
To change to the other caller tap here

- You can choose to swap backwards and forwards between 2 callers by pressing **Swap**.

## To set up conference calling:



1. Either put a call on hold, dial a 2<sup>nd</sup> number and wait for it to be picked up. Or, accept a 2nd incoming call when you already have one in progress.
2. In the screen that appears tap **Conference**.

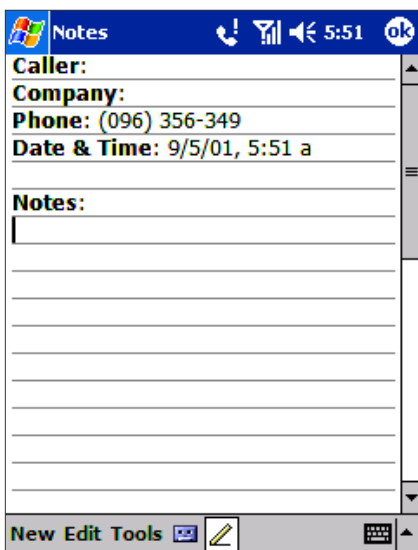





3. If the conference connection is successful the word Conference will appear at the top of the phone dialer screen (as left).
4. To add additional people to your conference call tap **Hold**, key in the number, and then **Resume** to return and continue.

## Making a Note

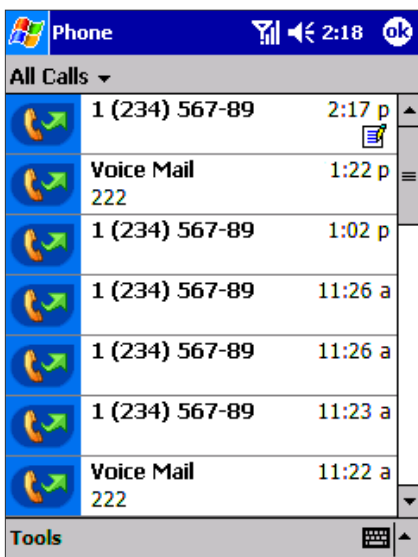
Regardless of whether you call from the **Dialer**, **Contacts**, **Call Log**, **Speed Dial** or **SIM Manager**, you can take a note during a call. After you have finished the note it will be saved as an attachment to your call in one of the Call Log folders.



### To make a note:




1. After you have entered a number and tapped  or , tap the  icon situated at the bottom of the screen.
2. Use any of the input methods to record your note and then tap **OK**. - You can finish your note during or after the call.

### To view a note:

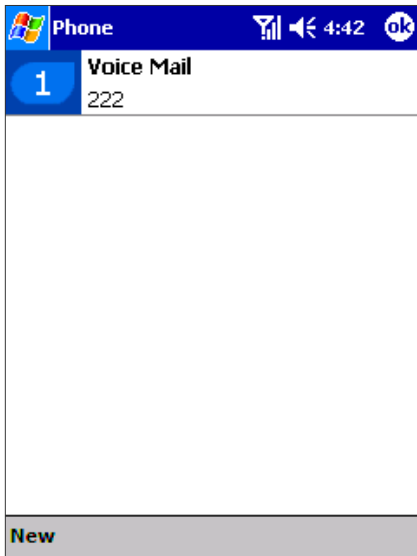


1. Press the right side of the navigation pad or tap , tap and hold the call, and then from the pop up menu tap **view note**. (The icon  indicates a note).
2. Or, go to **Notes**, and then tap the name of the file from the list. (For more information, see “Chapter 4, Notes”)

	you decide to create a contact for this caller – see Adding and Transferring Contacts information” – the call and file names will be amended to the name of the new contact; the file will be unaffected.
---	---




## C) Call Related Features

### Checking Your Voice Mail



- The first speed dial location defaults as your voice mailbox. When you insert your SIM card into your Pocket PC Phone, it will automatically detect and set as default the voice mailbox number of your mobile service provider.

#### To retrieve your voice mail:

- Press , the left side of the navigation pad, select  **Voice Mail** and then press .

### Adding and Transferring Contact Information

As there is a number of ways in which telephone numbers and contacts can enter and then be stored on your device and a number of ways to make a phone call, it is important to be able transfer those contacts between the programs used to make a call.

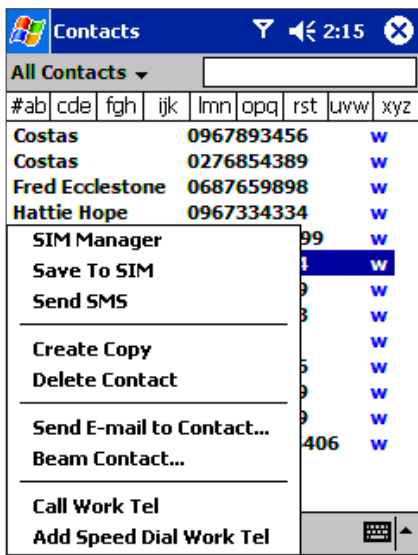
#### Places where contacts can enter your device and be stored:

- ◆ Your SIM card - You interchange your SIM card between your Pocket PC Phone and another device; while using the other device you create one or more new contacts on the SIM card.
- ◆ Microsoft Contacts.
- ◆ Call Log – New contact numbers can be found in incoming or missed calls.

#### Why transfer numbers?

- ◆ In the event you lose your SIM card while using it with another device your SIM numbers will be backed up to your device.
- ◆ If you want to transfer a number to **Speed Dial** it must be in **Contacts**, not on the SIM card.
- ◆ If you are using your SIM with another device, you may need the numbers stored in Microsoft Contacts.
- ◆ Transferring numbers to Microsoft Contacts allows you to create a more detailed record.

## Microsoft Contacts: Adding and transferring contacts



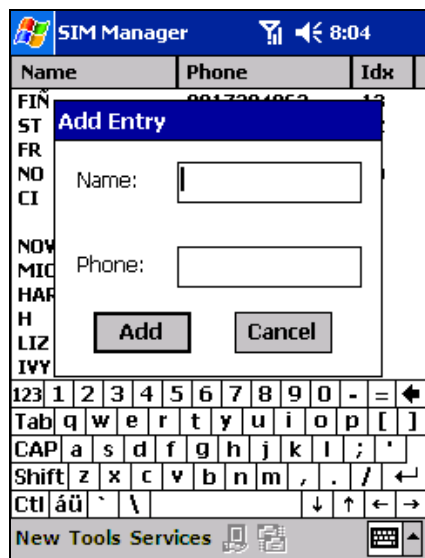
1. To create a contact, see creating a contact in **Chapter 4**.
2. To transfer a contact to SIM, press and hold the center of the navigation pad - or tap and hold the contact - and then select **Save to SIM** from the pop up menu.
3. To transfer a contact to **Speed Dial**, press and hold the center of the navigation pad - or tap and hold the contact - and then select **Add Speed Dial Work Tel** from the pop up menu.
4. In the next screen add the contact details, select a location and tap **OK**.



By default the **Location** function will give tell you the next available position in the **Speed Dial** list. If you want to put a number in a position that is already occupied, the new number will replace that number already there.

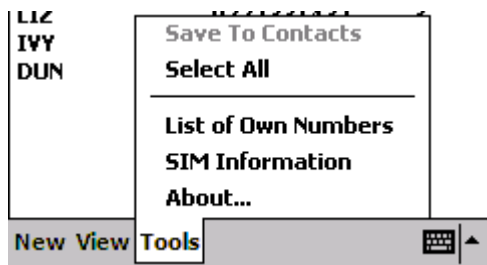
## SIM Manager: Adding and transferring contacts

To create a SIM contact:



1. Tap **SIM Manager** (wait for SIM contents to load), then **New**.
2. Fill in the **Name** and **Phone** details and tap **Add**.

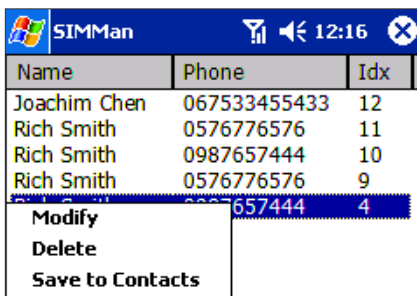
## To transfer contacts from SIM to Microsoft Contacts:



1. Tap **SIM Manager** (wait for SIM contents to load), then

**Either:**

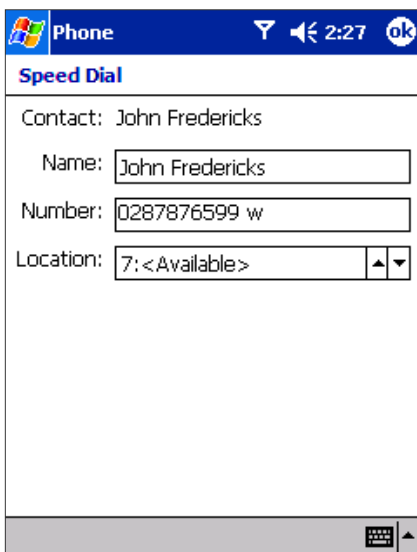
Tap **Tools**, **Select All**, and then **Save to Contacts**.





**Or:**

Press and hold the center of the navigation pad – or tap and hold a contact from the list - and then select **Save to Contacts** from the pop up menu.

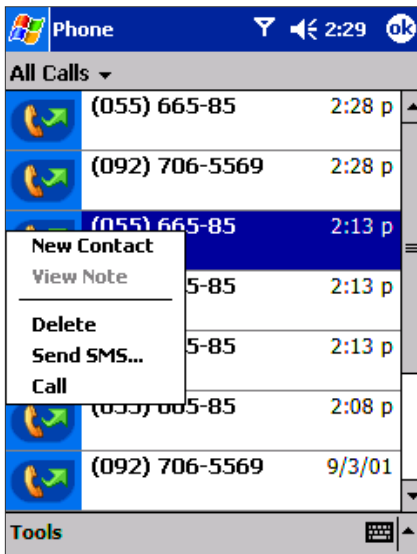
## To transfer a number to Speed Dial:




1. Press , either the left side of the navigation pad or **Speed Dial**, and then **New**.
2. Find the contact you want to add, and then press the navigation pad center.
3. When the contact name and number appears in the screen – as left - select an available location using the arrow keys.

 By default the **Location** function will give you the next available position in the **Speed Dial** list. If you want to put a number in a position that is already occupied, the new number will replace that number already there.

## To add a record to Microsoft Contacts from Call Log:



1. Press , and then the right side of the navigation pad.
2. Find the call details by first selecting the category it is filed under. For example, if it is a missed call select **Missed** from the drop down menu in the top-left corner.
3. Press and hold the navigation pad center; in the pop-up menu that appears select **New Contact**.
4. In the **New Contact** screen add additional contact details and press the navigation pad center or tap **OK**.
5. The call details in the **Call Log** will then be amended and displayed under the name of the contact, not telephone number.

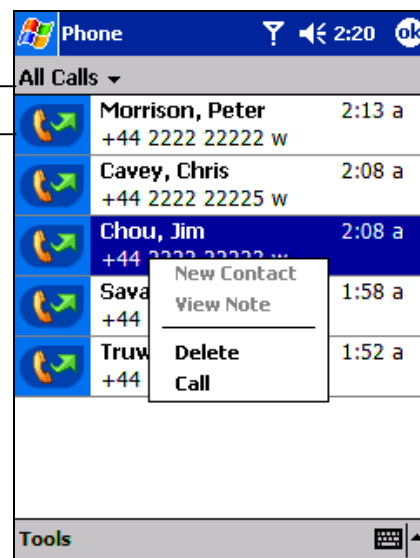
## Managing Your Call Log

The **Call Log** details all incoming, outgoing, and missed calls and also provides a summary of total calls. The **Call Log** can also tell you when a call was initiated, how long it lasted, and provides easy access to any notes taken during the call.

Tap here to select **All Calls, Missed, Outgoing, Incoming or By Caller**

Name

Number



Time of call

## Viewing details of calls



Tap in the top left corner of the screen and then select a category from the drop down menu.

Calls are categorized as below:

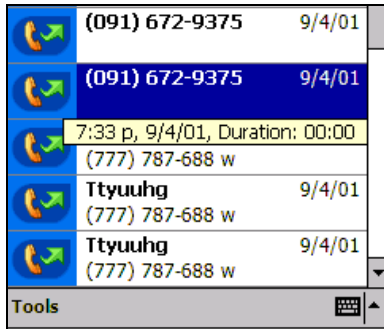
- **All Calls** - shows all calls made to and from the phone in chronological order.



- **Missed** - only shows calls that were not answered.

-  **Outgoing** - only shows calls made from the phone.
-  **Incoming** - only shows calls made to the phone.
- **By Caller** - categorizes calls alphabetically according to caller.

### To view duration of call:



- Go to Call Log, find the call you are interested in, and then tap it once.

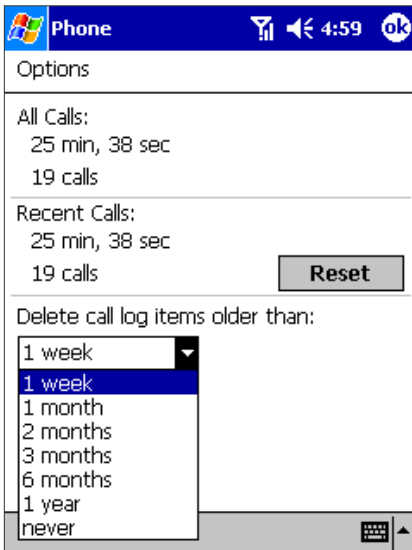
### To delete Individual calls from Call Log:

- Press and hold the center of the navigation pad, and then select **delete** from the pop up menu.

### To delete all calls from Call Log:

- Tap **Tools**, and then **Delete all Calls**.

### To set limits on the size of your Call Log:



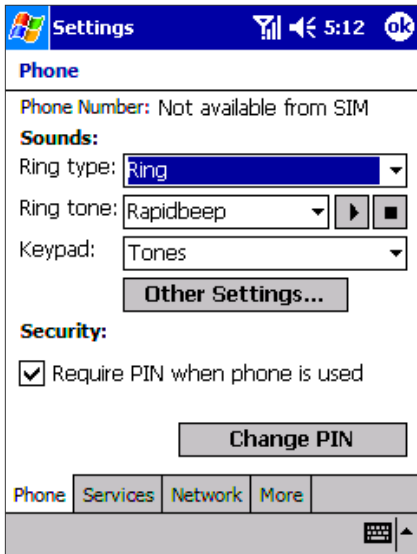
- Tap **Call Log**, **Tools**, **Options** and then the box under **Delete call log items older than**.
- In the drop down menu choose a period of time and then tap **OK**.



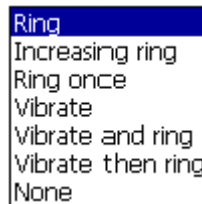
## D) Customizing Your Phone

You can personalize the setting of your phone, the services you have and the network you are connected to.

### To select ring type and tone, and Keypad sounds:



1. In phone dialer, tap **Tools**, **Options** and then **Phone**.
2. Tap to see the drop-down menu choices below.



Ring type



Ring tone



Keypad

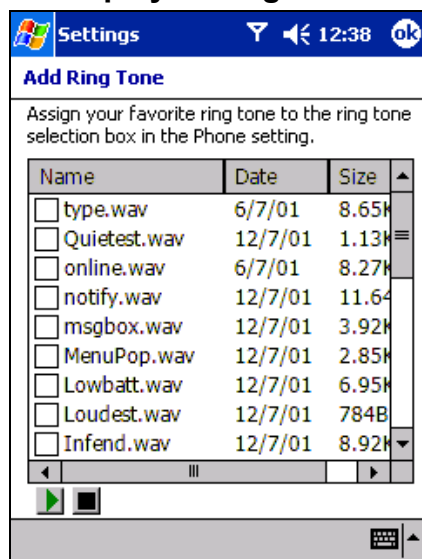
### Downloading Ring Tones


You can make a connection to the Internet and then download ring tones that are compatible with the .WAV format.

### Managing Ring Tones

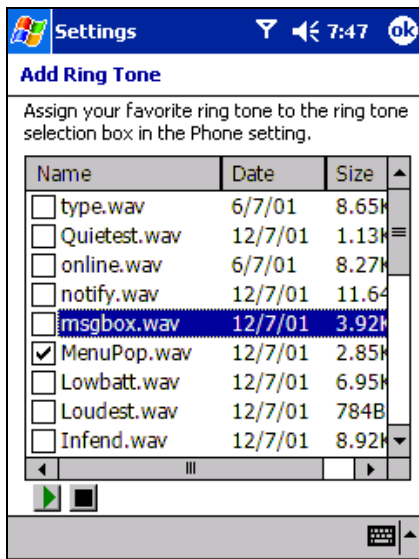
Add Ring Tone allows you to quickly find and display all the ring tones stored on your device, gives you the option to listen, and then add or remove them from the Phone Settings list mentioned above.

### To display all ring tones on your device:



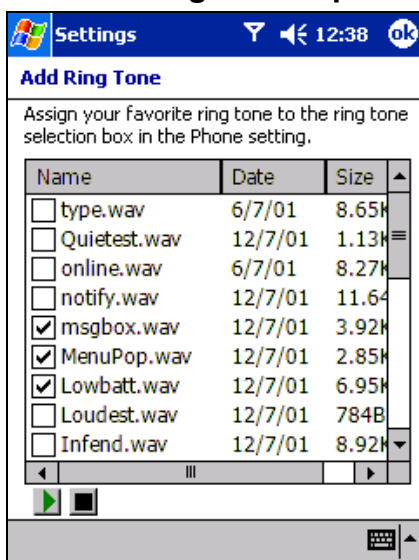
Tap , **Settings**, **System** and then **Add Ring Tone** – the program will automatically list and display all the .wav files on your device.

## To play a ring tone:



- After the ring tones have loaded, select one by tapping it, and then tap play. If you don't like the ring tone deselect it.

## To add a ring tone to phone settings:

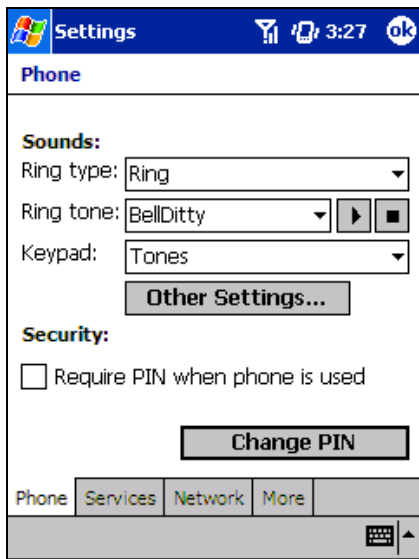


1. When the ring tones have loaded, you will see that some are already selected; these ones are presently listed in phone settings.
2. Tap the name of any ring tone then to add or remove from the list in phone settings.

## To enable the PIN:

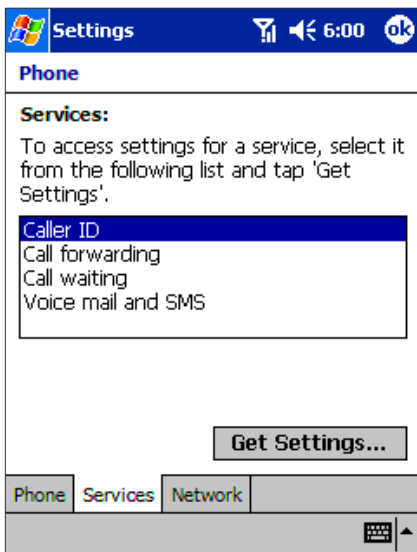
1. In phone dialer, tap **Tools**, **Options** and then **Phone**.
2. Under **Security**, tap the option **Require PIN when phone is used**.

## To change the PIN:



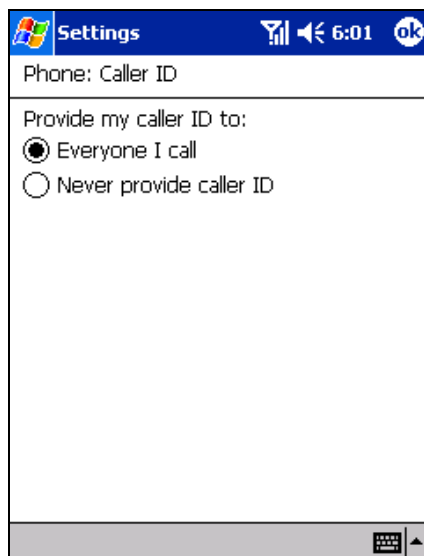
1. Under **Security**, tap **Change PIN**.
2. Follow the instructions - enter the old pin, then a new one, and reenter for confirmation.

## To enable Caller ID:



When you place a call, your phone number will be revealed to the person that you are calling. To enable or disable this function:

1. In phone dialer, tap **Tools, Options** and then **Services**.
2. **In Services**, tap **Caller ID**, and then **Get Settings** (retrieving settings may take a few minutes).



3. In the next screen, tick either **Everyone I call** (Enable) or **Never provide caller ID** (Disable) and then **OK**.

## Call forwarding

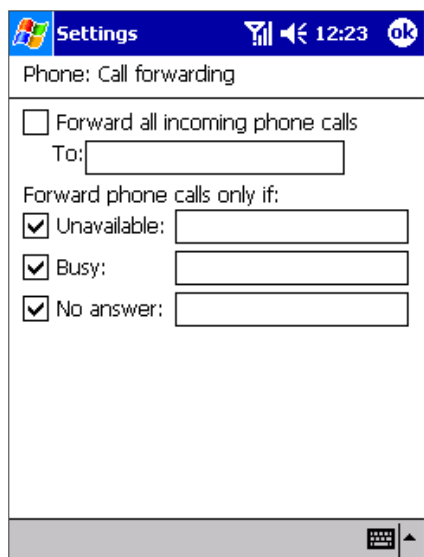
This service allows you to forward your incoming calls to another phone number. You can choose to forward all calls to the same number or specify a number based on the following conditions:

**Unavailable:** If your phone is turned off or your phone is out of the network service.

**Busy:** When you are on the phone.

**No answer:** If you do not answer your phone.

### To activate or deactivate call forwarding:

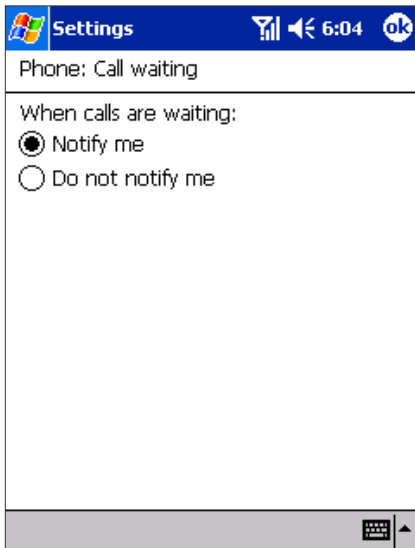


1. In phone dialer, tap **Tools**, **Options** and then **Services**.
2. In **Services**, tap **Call Forwarding** and then **Get Settings** (retrieving settings may take a few minutes).
3. In **Call forwarding** either tick **Forward all incoming phone calls** and then enter a number in the box below – or, according to circumstance, select one or all of the other categories and enter numbers.

## Call waiting

This service allows you to receive another call during an active call. You can also turn this option off by selecting **Do not notify me**.

### To activate or deactivate call waiting:

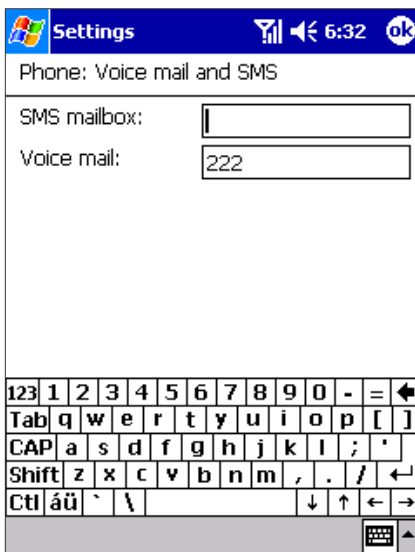


1. In phone dialer, tap **Tools, Options** and then **Services**.
2. In **Services**, tap **Call waiting** and then **Get Settings** (retrieving settings may take a few minutes).
3. Then in **Call waiting** select **Notify me** or **Do not notify me** and tap **OK**.

## Voice mail and SMS

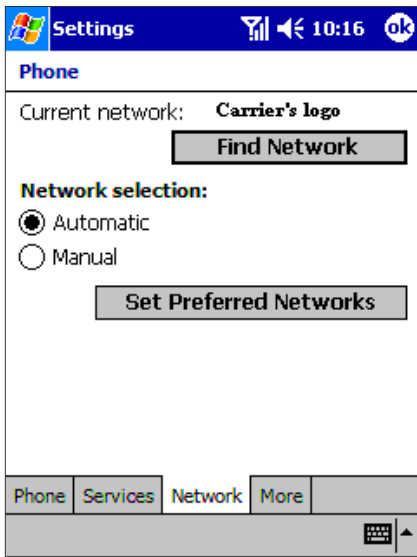
By default your device will automatically detect and set your voice mail and SMS access numbers. However, you can view the settings if you want.

### To view your voice and SMS access numbers:

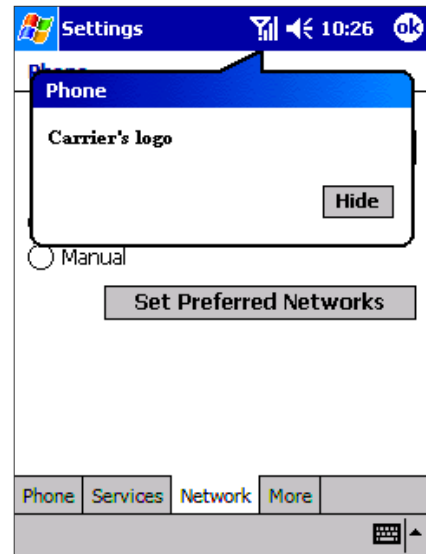



1. In phone dialer, tap **Tools, Options** and then **Services**.
2. In **Services**, tap **Voice mail and SMS**, and then **Get Settings** (retrieving settings may take a few minutes).
3. Then in **Voice mail and SMS** type in the access numbers and tap **OK**.

## To find a network:

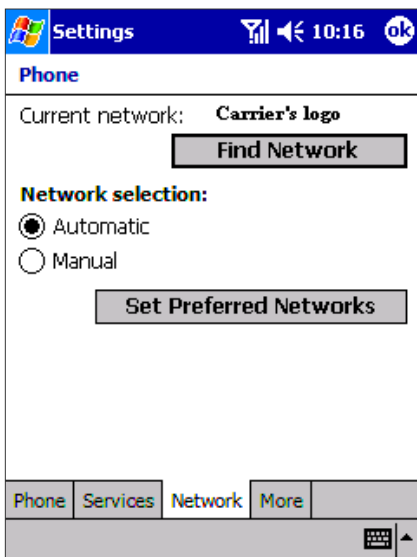


1. In phone dialer, tap **Tools**, **Options** and then **Network**.
2. Tap **Find Network** (retrieving settings may take a few minutes).



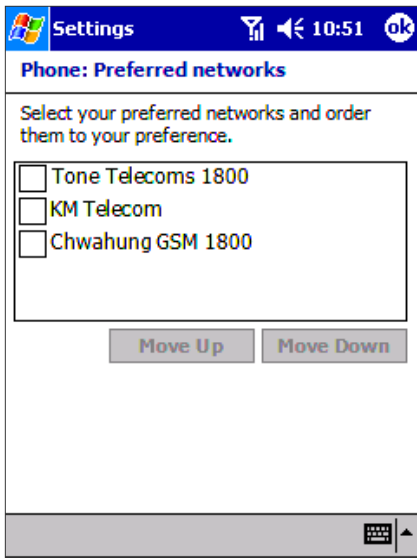
 You can enable this function when the network status is currently out of network service and you want to conduct a search

## To select a Network:



1. In phone dialer, tap **Tools**, **Options** and then **Network**.
2. Select either **Automatic** or **Manual** in **Network selection** (retrieving settings may take a few minutes when you select **Manual**).

## To set preferred networks:



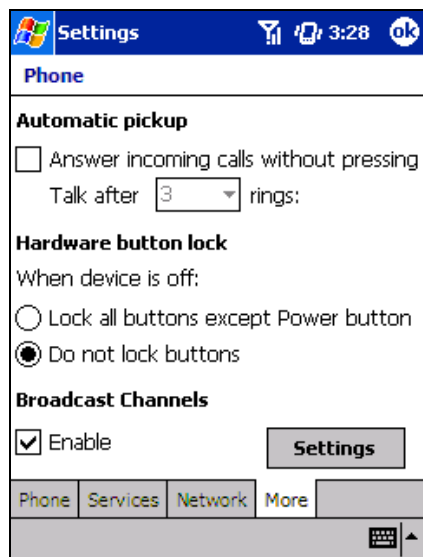
1. In phone dialer, tap **Tools, Options** and then **Network**.
2. To select **Set Preferred Networks** (retrieving settings may take a few minutes).
3. To select either networks and re-prioritize the order for network usage.



If there are many mobile phone service providers available to you, enable this function to select a lower fee network

## To select automatic Pickup:


This feature, which instructs your phone to pick up the call automatically, is particularly helpful when you are in a hands-free environment. For example, if you are driving and using the earphone, the call will be picked up after a designated number of rings and your hands never have to leave the wheel.



1. In phone dialer, tap **Tools, Options** and then **More**.
2. To enable either **On** then set the **rings without pressing Talk will automatic answer** or **Off**.

## Using Key Lock

**Key Lock** enables you to lock the buttons on your device so that only the **On/Off** button will turn your device on. Locking your device in this way ensures you can't switch the device on by accident, and consume unnecessary power.

	Enabling <b>Key Lock</b> when you are using your phone features will slow down your ability to answer a call.
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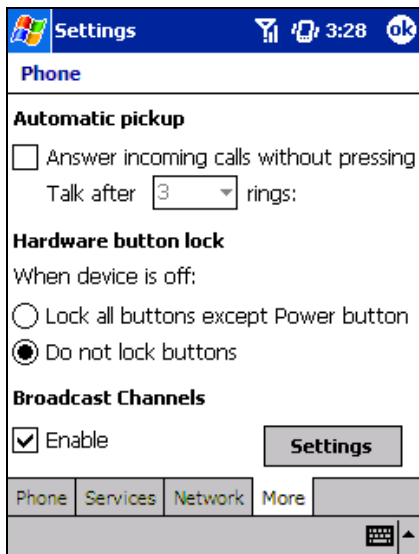
### To enable Key Lock:

1. Tap **Phone**, **Tools**, **Options**, and then **More**.
2. Under **Hardware Key Lock**, select **Lock all buttons except power button**, and then **OK**.

## Enabling Broadcast Channels

You can choose to receive real-time news and information, such as traffic news and weather reports.

### To enable Broadcast Channels:



1. Tap **Phone**, **Tools**, **Options**, and then **More**.
2. Under **Broadcast Channels** tick **Enable**, and then tap **Settings**.

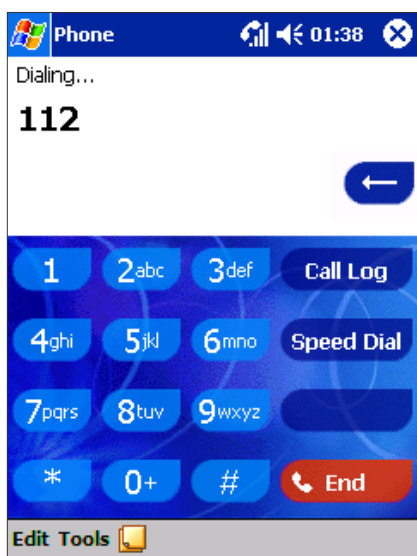






3. Tap **Receive Channel list** – the list will appear in your **Inbox**.
4. After retrieving the list and deciding which channels you want, return to this page and tap **New**.
5. In the next screen, enter a channel name and number, and tap **OK** – the channel name will appear in the box under **Select Items to Receive**.
6. Tick the box next to the channel name to select it.
7. Repeat the process for all channels you want to add.

## E) Additional Dialing Information

To make an emergency call:

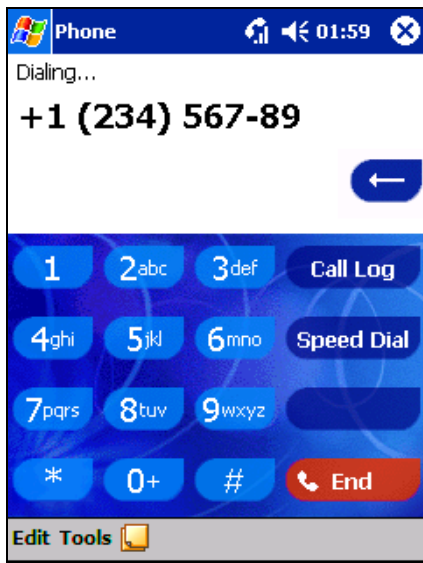




Enter the international emergency number **112** then  or press .



1. Your Pocket PC Phone provides international emergency number **112**, it means the number can normally be used to make an emergency call in any country, with/ without a SIM card inserted, if a mobile phone service networks within.
2. Some mobile phone service providers may require that a SIM card is inserted, and in some cases that the PIN has been entered as well.
3. In some cases, other emergency numbers may also be promoted. Your mobile phone service provider may save additional local emergency numbers in the SIM card.

## To make an international call:



1. Tap and hold the 0 key until the + sign appears. The + replaces the international prefix of the country from where you are calling.
2. Enter the full phone number you want to dial. It includes country code, area code (**without the leading zero**) and phone number.
3. Tap  or press  button.

# Chapter 5: Getting Connected

You can use your device to exchange information with other mobile devices as well as your PC, a network, or the Internet. You have the following connection options:

- Use the infrared (IR) port on your device to send and receive files between two devices.
- Connect to your mobile Internet service provider (ISP). Once connected, you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer. The communication software for creating a wireless ISP connection is already installed on your device. Your service provider will provide software needed to install other services, such as paging and fax services.
- Connect to the network at your company or organization where you work. Once connected, you can send and receive e-mail messages by using Inbox, view Web or WAP pages by using Pocket Internet Explorer, and synchronize with your PC.
- Connect to the virtual private network (VPN) at the company or organization where you work. Once connected, the added security of a VPN means that you can access the full resources of your company's network. For example, you can use File Explorer to access the files of computers on that network.

## Connect to the Internet

You can use GPRS to connect to your mobile ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages. To connect you must, by activating **Operator Configuration**, create a cellular or GPRS connection to an ISP, and input WAP settings. Auto-configuration stores your operator's connection settings information.

## Operator Configuration

When you first set up your device, or after performing a full reset, you will need to configure your device for your operator. Operator configuration involves loading the GPRS settings, home page details, **Today** screen "skins", software and registration details specific to your operator.

### To Configure for your operator:

1. Tap **Start**, **Settings**, and then **Auto-Configuration**.
2. Tap the arrow in the box under **I want to do auto-configuration now...**, and then choose your operator from the drop-down menu.
3. Finally, check the box next to **I want to do auto-configuration now...**

### To start a connection:

To start the connection, simply start using one of the following programs. Your device will automatically begin connecting. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see **Connect Directly to an E-mail Server** later in this chapter.
- Visit Web and WAP pages by using Pocket Internet Explorer.
- Send and receive instant messages with MSN Messenger.



A pop-up screen will appear once you begin connecting, and leave when the connection is complete.

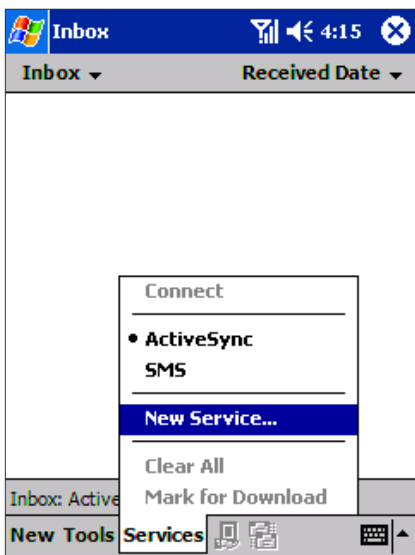
## Connect Directly to an E-mail Server

You can set up a connection to an e-mail server so that you can send and receive e-mail messages by using a modem or network connection and Inbox on your device.

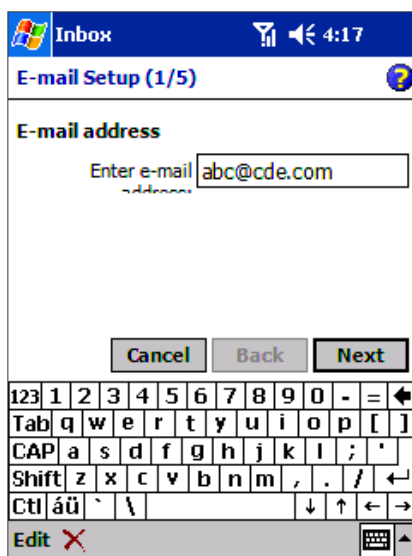
✎ The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

You can use multiple e-mail services to receive your messages. For each e-mail service you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

### To set up an e-mail service:



1. In Inbox on your device, tap **Services**, and then **New Service**. Follow the directions in the New Service wizard.



2. To fill you e-mail address in the field, and then tap **Next**.


✎ Next will initiate auto-configuration – which attempts to connect your Pocket PC Phone to your email server and automatically download the necessary email connection settings.

If auto-configuration is successful you can begin sending/receiving emails straight away.

If unsuccessful you will need to enter the settings manually (see screens 4/5 & 5/5) .


3. Enter “Your name”, your “User name” and “Password” then tap **Next**.

4. From the drop down menu select the “Service type” that your email provider supports (POP3 or IMAP4).
5. Enter a “Name” for your email account then tap **Next**.

6. Enter the your email provider’s server name information for Incoming mail and Outgoing mail, then tap **Finish**. For an explanation of a screen, tap  and then **Help**. When finished, to connect to your e-mail server, tap **Services** and then **Connect**.

## Get Help on Connecting

More information on creating a connection to work or the Internet, as well as information on additional procedures, can be found in the following locations:

- The accompanying **Settings Guide**.
  - **Inbox: Sending and Receiving E-mail Messages** or short messages in **Chapter 6**.
  - Online Help on the device. Tap  and then **Help**. Tap **View, All Installed Help**, and then **Inbox** or **Connections**.
  - ActiveSync Help on the desktop computer. In ActiveSync, click **Microsoft ActiveSync Help** on the **Help** menu.
- For troubleshooting information, see the Pocket PC Web site at: <http://www.microsoft.com/mobile/pocketpc>

## Chapter 6: Wireless Data Programs

As well as wireless voice communication your device has built in support for a range of wireless data communication forms. You can:

1. Browse the Web and view WAP-enabled sites
2. Send SMS
3. Send and receive email
4. Synchronize with your PC remotely
5. Send and receive information from another IR-compatible Windows-powered device

Except in the case of **No.5**, in order to use these features the following steps must have been completed:

1. Your mobile phone service provider supports data transmission (for further information contact your mobile phone service provider).
2. You have an account for Web and email access with an ISP or at a network through your company or another organization. (It may be that your mobile phone service provider is acting as your ISP)
3. You have set up a dial up connection to an ISP or network on your Pocket PC Phone.
4. Your wireless connection to your mobile service provider is turned on but you are not using it.
5. You have switched on one of the dial up networking connections established in 4 above.



### Pocket Internet Explorer: Browsing Web and WAP pages

Use Microsoft® Pocket Internet Explorer to view **Web** HTML, cHTML and **WAP** pages. You can browse in either of these ways:


- During synchronization with your PC, download your favorite links and mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer on the PC.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in the separate Settings Guide.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

## Using Pocket Internet Explorer



### To switch to Pocket Internet Explorer:

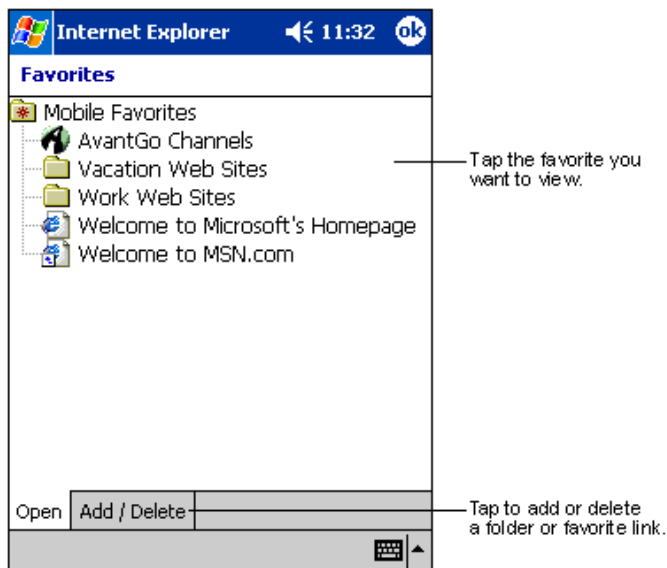
- Tap  and then **Internet Explorer**.

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web/ WAP page(s).



The web page of your operator should appear in the blank space in the picture to the left.

### To view mobile favorites and channels:



1. Tap the Favorites button to display your list of favorites.
2. Tap the page you want to view.
3. You'll see the page that was downloaded the last time you synchronized with your PC. If the page is not on your device, the favorite will be dimmed. You will need to synchronize with your PC again to download the page to your device, or connect to the Internet to view the page.

### To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in the separate Settings Guide.
2. To connect and start browsing, do one of the following:
  - Tap the Favorites button, and then tap the favorite you want to view.
  - Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.



To add a favorite link while using the device, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.

## The Mobile Favorites Folder

Only items stored in the Mobile Favorites folder in the Favorites folder in Internet Explorer on your PC will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

## Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your PC is synchronized with Pocket Internet Explorer on your device. Both PC and your device are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the PC.


## Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your PC, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and PC.

Use the Internet Explorer plug in installed with ActiveSync to create mobile favorites quickly.

### To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools** and then **Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Optionally, in **Update**, select a desired update schedule.
4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
5. Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, click **Favorites**; then move your mouse through **Mobile Favorites** to the mobile favorite you want to change. Finally, right-click the mobile favorite and then **Properties**; in the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.
6. Synchronize your device and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your device.

	If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your device, in Internet Explorer on your desktop computer, click <b>Tools</b> and then <b>Synchronize</b> . You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.
	You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click <b>View</b> , <b>Toolbars</b> , and then <b>Customize</b> .

## Saving Device Memory


Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

- In **ActiveSync** on your desktop, click **Options**, select **Favorites/Internet Explorer**, tap **Settings** and then **Customize**. You can then deselect **Synchronize Images**, **Synchronize Sound** and/or **Synchronize offline content pages**, to stop pictures and sounds, or some mobile favorites from being downloaded to the device. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, click **Favorites**; then move your mouse through **Mobile Favorites** to the mobile favorite you want to change. Finally, right-click the mobile favorite and then **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.



## To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in the separate *Settings Guide*.
2. To connect and start browsing, do one of the following:
  - Tap the Favorites button, and then tap the favorite you want to view.
  - Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.

	To add a favorite link while using the device, go to the page you want to add, tap and hold on the page, and tap <b>Add to Favorites</b> .
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## Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your device. Then, you synchronize your device and PC, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

### To sign up for AvantGo:

1. In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your device, tap the Favorites button to display your list of favorites.
3. Tap the AvantGo Channels link.
4. Follow the directions on the screen. You will need to synchronize your device with your desktop computer and then tap the My Channels button to complete the AvantGo setup.

When synchronization is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.




## MSN Messenger: Instant Messaging


MSN® Messenger on your mobile device is an instant messaging program that lets you:

- See who is online.
- Send and receive instant messages.
- Have instant message conversations with groups of contacts.

To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange e-mail account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you are ready to set up your account.

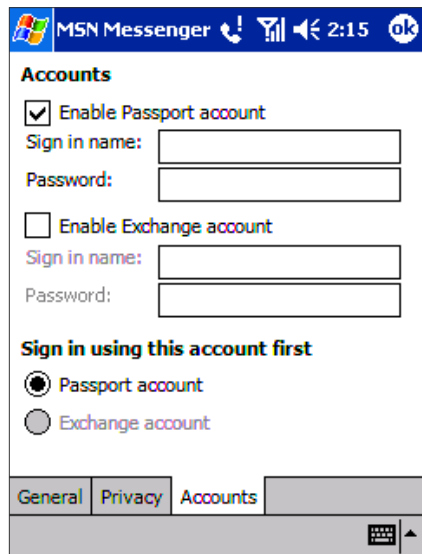
	Sign up for a Microsoft Passport account at <a href="http://www.passport.com">http://www.passport.com</a> . Get a free Microsoft Hotmail e-mail address at <a href="http://www.hotmail.com">http://www.hotmail.com</a> .
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### To switch to MSN Messenger:

Tap , **Programs**, and then tap **MSN Messenger**.

## Setting Up

Before you can connect, you must enter Passport or Exchange account information.



### To set up an account and sign in:

1. In the **Tools** menu, tap **Options**.
2. In the **Accounts** tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign in screen and enter your e-mail address and password.

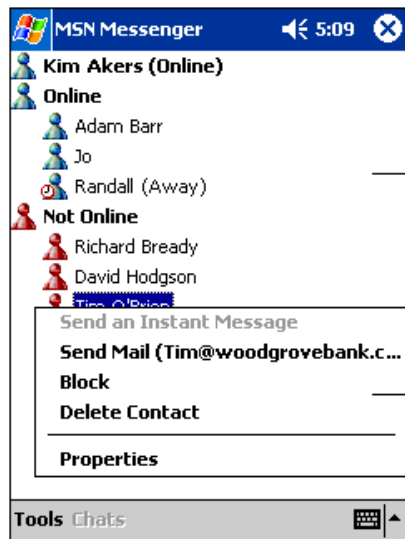
### To change from your Exchange account to your Passport account, and sign in

4. In the **Tools** menu, tap **Options**.
5. In the **Accounts** tab, tick **Enable Passport account**, enter your Passport account information, under **Sign in using this account first** tick **Passport account**, and then tap **OK**.
6. To sign in, tap the sign-in screen and enter your e-mail address and password.



If you already use MSN Messenger on your PC, your contacts will show up on your device without being added again.

## Working with Contacts



Tap a contact to start a chat.

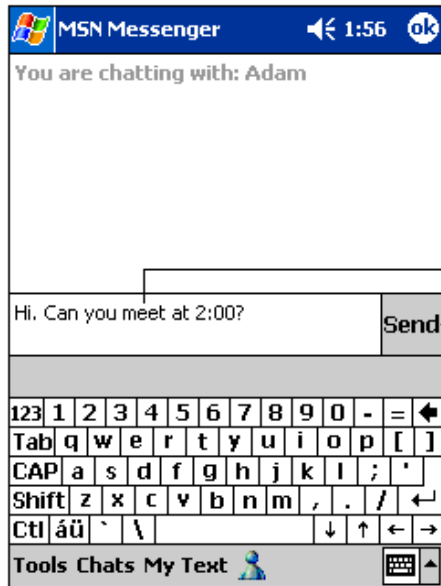
Tap and hold to display a pop-up menu of actions.

- The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send e-mail, block the contact from chatting with you, or delete contacts from your list using the pop up menu.



To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline**. If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop up menu.

## Chatting with Contacts



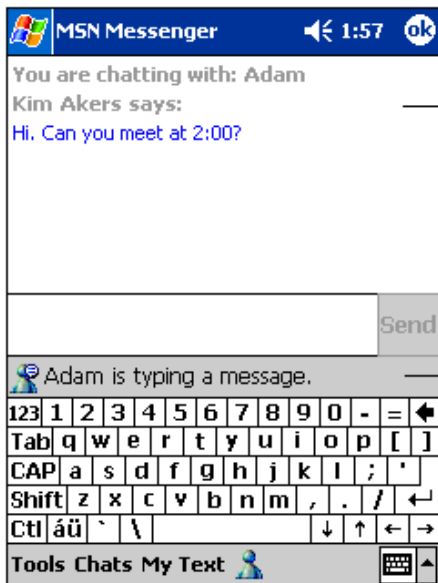
Enter message.

Tap to send message.

- Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, and tap **Send**. To invite another contact to a multi user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.




To switch back to the main window without closing a chat, tap the Contacts button. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.



View full chat.

View status of the chat.

- To know if the contact you are chatting with is responding, look for the message under the text entry area.
- For more information on using MSN Messenger, tap  and then **Help**.



## Inbox: Sending and Receiving E-mail or SMS

Use Inbox to send and receive **e-mail** messages in either of these ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your PC.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

You also can use Inbox to send and receive **SMS**; it supports 8 bits data with class 0, 1, 2, 3. And Unstructured Supplementary Service Data (**USSD**) as well.

### Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the PC.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your PC to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past five days only, the first 100 lines of each message.
- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, and then sent from those programs.
- E-mail messages in folders must be selected in ActiveSync on your PC in order to be transferred.

### Connecting Directly to an E-mail Server

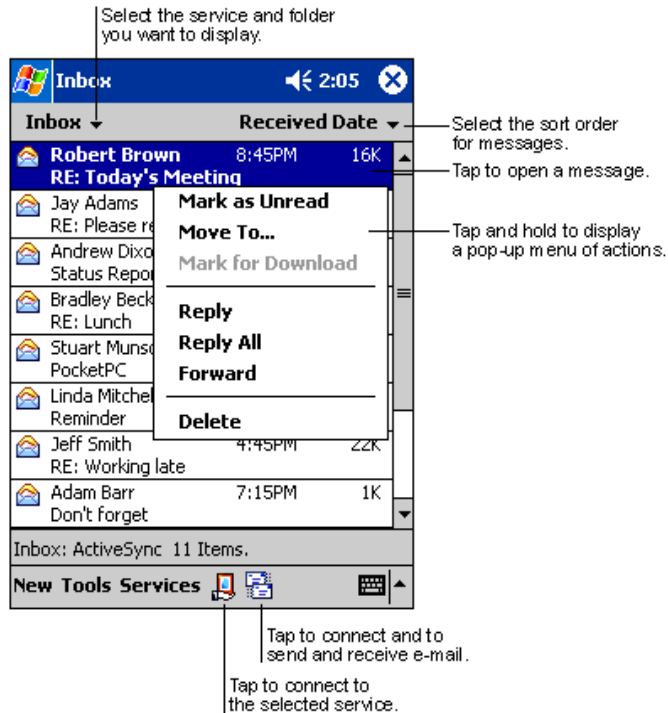
In addition to synchronizing e-mail messages with your PC, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your device. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server.

When you connect to the e-mail server, new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted on the e-mail server are removed from the device Inbox folder. Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your PC. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

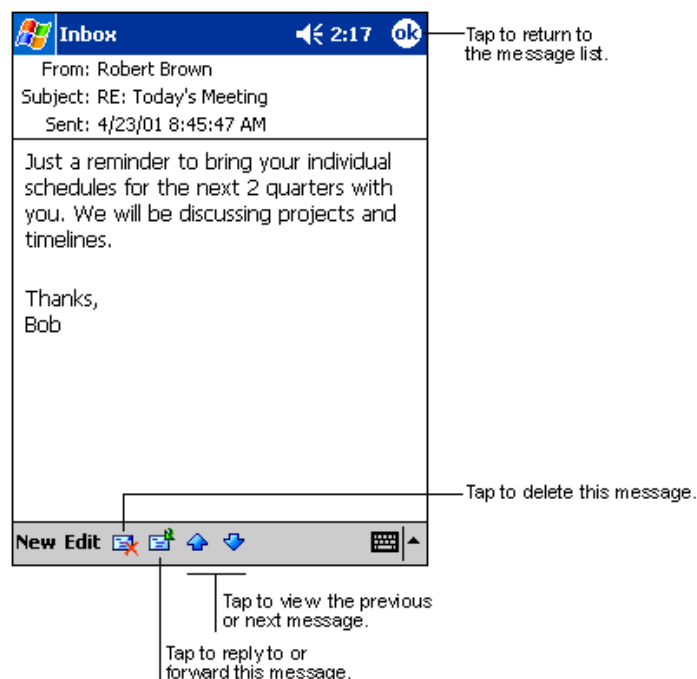
You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your device.

When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've composed.

## Using the Message List




- Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.



- When you receive a message, tap it to open it. Unread messages are displayed in bold.

When you connect to your e-mail server or synchronize with your PC, by default, you'll receive messages from the last five days only, the first 100 lines of each new message. The original messages remain on the e-mail server or your PC.

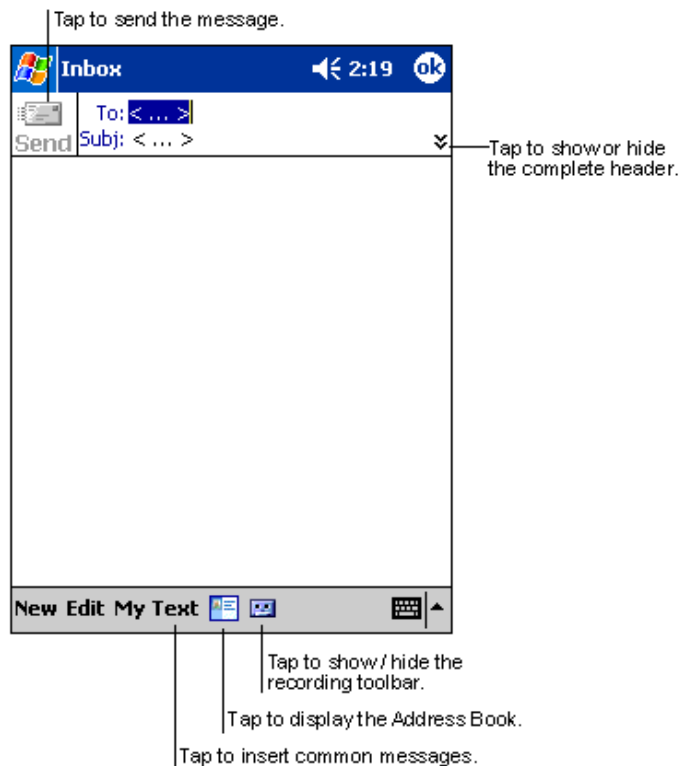
You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message you want to retrieve. On the pop up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indication  of message status.

You specify your downloading preferences when you set up the service or select your synchronization options. You can change

them at any time:

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your device. Tap **Tools** and then tap **Options**. On the **Service** tab, tap the service you want to change. Tap and hold the service and select **Delete** to remove a service.

## Creating an SMS or E-mail



1. Tap **New**.
2. In the **To** field, enter either **e-mail address** or **SMS number** of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.
3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.
4. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.



1. Whether you want to send or read **E-mail** or a **SMS**, you can swap it by tap **Services** then choose what service you want.
2. If you are sending an SMS message and want to know if it was received, tap **Edit**, **Options**, and select **Request SMS text message delivery notification** before sending the message.

## Managing Messages and Folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

If you want to organize messages into additional folders, tap **Tools**, and then **Manage Folders** to create new folders. To move a message to another folder, in the message list, tap and hold the message and then tap **Move to** on the pop up menu.

## Folder behavior with a direct connection to an e-mail server

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

1. If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you created and the messages you moved will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named 'Family', and you have designated 'Family' for synchronization, the server creates a copy of the 'Family' folder and copies the messages into that folder. You can then read the messages while away from your PC.

2. If you use SMS, messages are stored in the Inbox folder of SMS category.
3. If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.
4. If you use IMAP4, the folders you created and the e-mail messages you moved are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or PC. This synchronization of folders occurs whenever you connect to your mail server; create new folders, or rename/delete folders when connected.

## Transferring Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices.

### To send information:

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Align the IR ports so that they are unobstructed and within a close range.
3. Tap and hold the item, and tap **Beam Item** on the pop up menu.



You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Beam File** on the pop up menu.

### To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you. Your device will automatically receive it.



## Terminal Services Client


Using the **Terminal Services Client**, you can log onto a Windows NT server type PC that is running Terminal Services software and use all of the programs that are available on that PC from your mobile device. For example, instead of running Microsoft Pocket Word, you can run the PC version of Microsoft Word and access all of the .doc files on that PC from your device.




You cannot use **Transcriber** when entering information in **Terminal Services**. You must use **Keyboard**, **Block Recognizer**, or **Letter Recognizer**.

### To connect to A Terminal Server:


Start a remote connection to the server via your wireless modem connection.


1. Tap , **Programs**, and then **Terminal Services Client**.
2. To connect to a server you have previously connected to, in **Recent Servers**, tap a server.
3. To connect to a new server, enter the server's name in the **Server** box. Select the **limit size of desktop to fit on the screen** check box only when using applications that have been specifically sized for use with Pocket PC.
4. Tap **Connect**.

	If the network administrator has configured Terminal Services Client to reconnect to disconnected sessions, and you previously disconnected from a Terminal Server without ending the session, the Terminal Services Client reconnects to that session.
---	---


## To disconnect without ending a session:

The following commands must be accessed from the **Start** menu in the Terminal Services window used to access the PC's commands. Do not use the **Start** menu on your mobile device.

1. In the **Terminal Services Client** window, tap , and then **Shutdown**.
2. Tap **Disconnect**.

	If the network administrator has configured Terminal Services Client to reconnect to disconnected sessions, you will be reconnected to this session the next time you connect to this server.
---	---

## To disconnect and end a session:

1. In the **Terminal Services Client** window, tap , and then **Shutdown**.
2. Tap **Log Off**.

## To navigate within Terminal Services Client:


Once connected to the server, the PC's screen may more than fill your mobile device's screen. If scroll bars are displayed on the server's screen, you will see more than one set of scroll bars on your mobile device:

- One to scroll information on the PC, and one to scroll the PC display through the Terminal Services window in Terminal Services Client.
- To ensure you are scrolling the PC display through Terminal Services Client, use the four directional buttons at the bottom of the Terminal Services Client screen.
- To better-fit information on your mobile device's screen, select **Limit size of server desktop to fit on this screen**. For best effect, programs on the PC should be maximized.

## Tips and Tricks

### To improve display performance:

Display performance is improved by decreasing the time it takes for the screen to be refreshed on the PC.

1. On your PC, select , **Settings** and **Control Panel**.
2. Click **Display**.
3. Clear the **Transition effects for menus and tool tips** check box.

### To Improve browser performance:

Performance with Internet Explorer on the PC is improved by decreasing the time it takes for Web pages to be refreshed.

In Internet Explorer on your PC, select **Tools**, **Internet Options**, **Advanced**, and then clear the **Use smooth scrolling** check box.



## Chapter 7 : Microsoft ActiveSync

Using Microsoft® ActiveSync®, you can *synchronize* the information on your PC with the information on your device. Synchronization compares the data on your device with your PC and updates both with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your PC.
- Synchronize Microsoft Word and Microsoft Excel files between your device and PC. Your files are automatically converted to the correct format




By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

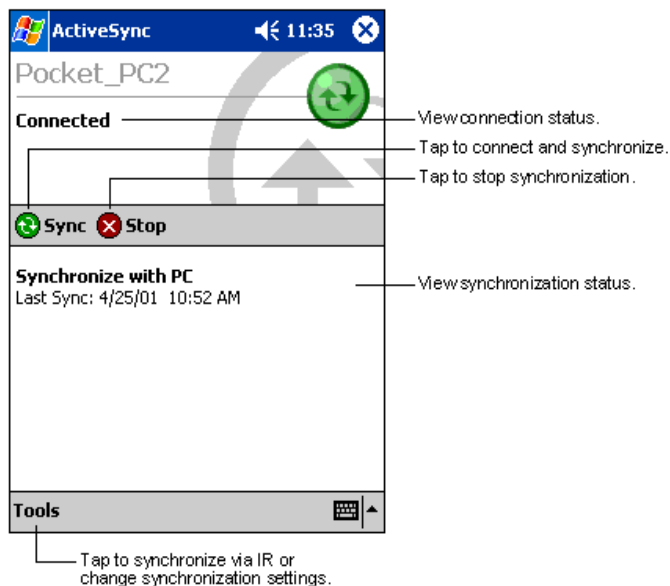
- Back up and restore your device data.
- Copy (rather than synchronize) files between your device and PC.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your PC or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.


After installation is complete, the ActiveSync Setup Wizard helps you to connect your device to your PC, set up a partnership so you can synchronize information between your device and your PC, and customize your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard.

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You'll notice that information you've stored in Microsoft Outlook on your PC has been copied to your device, and you didn't have to type a word. Disconnect your device from your PC and you're ready to go!

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device. To switch to ActiveSync on your device, tap , and then tap **ActiveSync**. Note that if you have a wireless LAN card, you can synchronize remotely from your device.

For information about using ActiveSync on your PC, start ActiveSync on your PC, and then see ActiveSync Help.




- For more information about ActiveSync on your device, switch to ActiveSync, tap , and then tap **Help**.

## Synchronizing Files

When you first setup a connection, or by tapping **Options** in **ActiveSync** on your desktop, you can see, under **Mobile Device**, the list of programs you can synchronize - this list includes: **Calendar**, **Contacts**, **Tasks**, **Inbox**, **Files**, **Pocket Access**, **Favorites** and **AvantGo** channels. **Files** is a folder specially-created on your desktop in **My Documents** into which you must place all files - Word, Excel etc - you wish to synchronize.

### To synchronize files:


1. Select **Files** in **ActiveSync**, and then OK to creating a new folder.
2. Use **Windows Explorer** on your desktop to find this folder – usually called My Documents pre-fixed by the name you gave to your connection – then copy files you want to synchronize into this folder.
3. Tap **Synchronize** in **ActiveSync**.

For more information about ActiveSync on your device, switch to ActiveSync, tap , and then tap **Help**.

## Chapter 8: Microsoft Pocket Outlook

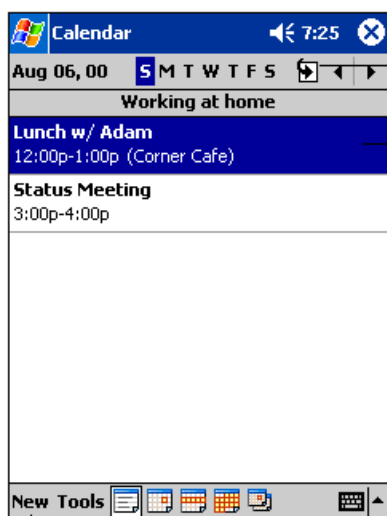
Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync®, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your PC with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and PC or server and updates both PC with the latest information. For information on using ActiveSync, see ActiveSync Help on the PC.

You can switch to any of these programs by tapping them on the  menu.



### Calendar: Scheduling Appointments and Meetings



Tap to go to today.

Tap to display or edit the appointment details.

Tap to create a new appointment.

- Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by using the **View** menu.



You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

## To create an appointment:

Tap to return to the calendar (the appointment is saved automatically).

Tap to choose from predefined text.

Tap to choose from previously entered locations.

Tap to select a time.

Tap to select a date.

Notes is a good place for maps and directions.

Tap to change appointment.

Calendar

8:52

Subject: [ ]

Location: [ ]

Starts: 8/6/00 12:00 PM

Ends: 8/6/00 1:00 PM

Type: Normal

Occurs: Once

Reminder: Remind me

15 minute(s)

Categories: No categories...

Appointment Notes

123 1 2 3 4 5 6 7 8 9 0 - = [ ]

Tab q w e r t y u i o p [ ]


CAP a s d f g h j k l ; ' [ ]

Shift z x c v b n m , . / [ ]

Ctl á û ` \ [ ]

Edit

1. If you are in Day or Week view, tap the desired date and time for the appointment.
2. Tap **New**.
3. Using the input panel, enter a description and a location. Tap first to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see **Notes: Capturing Thoughts and Ideas** later in this chapter.
7. When finished, tap **OK** to return to the calendar.

If you select **Remind me** in an appointment, your device will remind you according to the options set in , **Settings, Personal tab, Sounds & Reminders**.

## Using the Summary Screen

Calendar

9:11

Lunch w/ Adam

12:00p-1:00p Sun, 8/6/2000

Corner Cafe

Remember portfolio.

Edit Tools

View appointment details.

View.

Tap to change appointment.

- When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.

## Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping **Tools** and then **Options**. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

## To schedule a meeting:

The screenshot shows the 'Calendar' app interface. At the top is a blue header bar with the Windows logo, the word 'Calendar', and icons for signal strength, volume, and battery. Below the header is a form for creating an appointment. The fields are: Subject (empty), Location (empty), Starts (11/5/01 12:00 PM), Ends (11/5/01 1:00 PM), Type (Normal), Occurs (Once), Reminder (Remind me 15 minute(s)), Categories (No categories...), Attendees (No attendees...), Status (Busy), and Sensitivity (Normal). At the bottom, there are tabs for 'Appointment' and 'Notes', and an 'Edit' button.

1. Create an appointment.
2. In the appointment details, hide the input panel, and then tap **Attendees**.
3. From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.
4. The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.



## Contacts: Tracking Friends and Colleagues

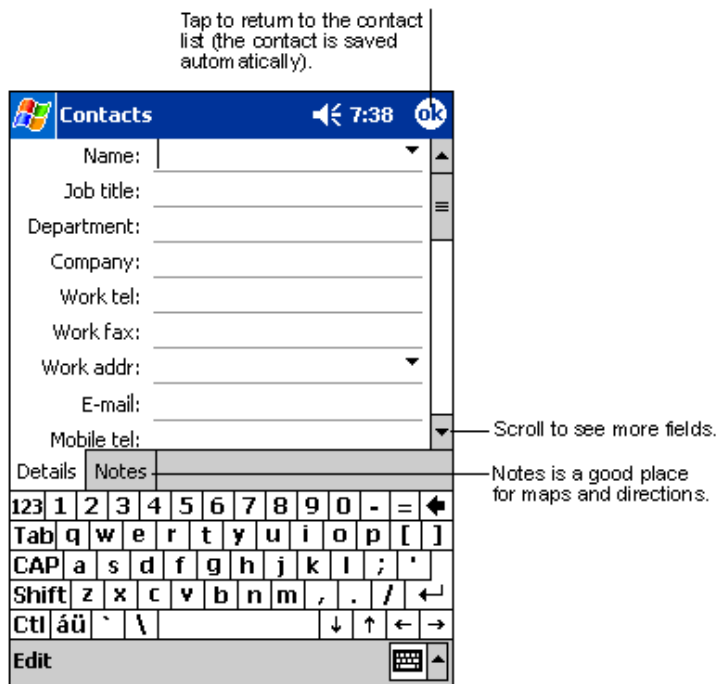
The screenshot shows the 'Contacts' app interface. At the top is a blue header bar with the Windows logo, the word 'Contacts', and icons for signal strength, volume, and battery. Below the header is a list of contacts. The first contact is 'Barr, Adam' with phone number '(206) 555-1212' and email 'w'. The second contact is 'Bready, Richard' with email 'rich@proseware....' and phone number 'e'. The third contact is 'Brown, In' with phone number '(206) 555-1212' and email 'h'. A pop-up menu is visible over the 'Brown, In' contact, showing options: 'Create Copy', 'Delete Contact', 'Send E-mail to Contact...', and 'Beam Contact...'. Annotations with arrows point to various parts of the interface: 'Select the category of contacts you want displayed in the list.' points to the 'All Contacts' header; 'Tap and enter part of a name to quickly find it in the list.' points to the search bar; 'Tap to see additional phone numbers and e-mail addresses.' points to the contact details; 'Tap to display or edit the contact details.' points to the contact name; 'Tap and hold to display a pop-up menu of actions.' points to the contact name; 'Tap to create a new contact.' points to the 'New View Tools' button at the bottom.

- Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the device infrared (IR) port, you can quickly share Contacts information with other device users.



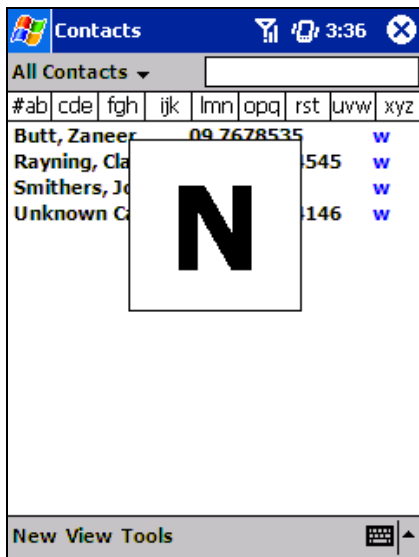
To change the way information is displayed in the list, tap **Tools** and then **Options**.

## To create a contact:




1. Tap **New**.
2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see **Notes: Capturing Thoughts and Ideas** later in this chapter.
5. When finished, tap **OK** to return to the contact list.

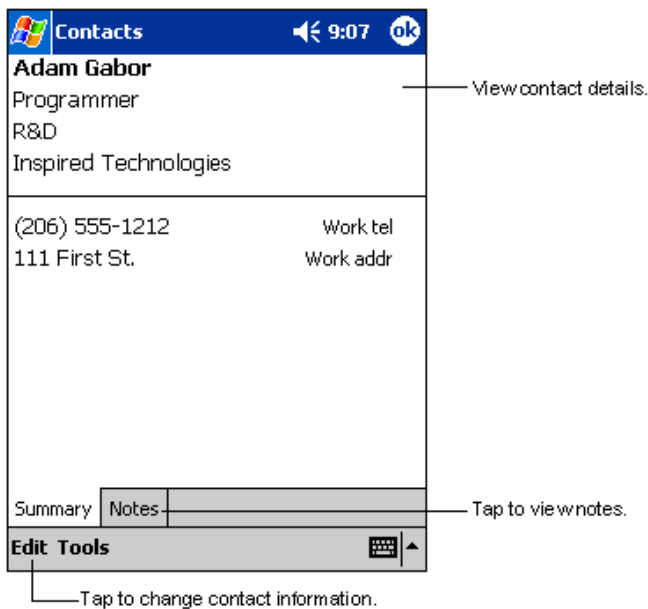
## To Find a contact:



There are 6 ways to find a contact:

1. Press and hold the upside of the navigation pad until alphabetical letters appear on the screen in large type. Then use the navigation pad to scroll through the alphabet and select a letter.
2. Tap one of the grouping of letters displayed across the top of the screen.
3. In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.
4. In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.
5. To view the names of companies your contacts work for, in the contact list, tap **View > By Company**. The number of contacts that work for that company will be displayed to the right of the company name.
6. Tap , **Find**, enter the contact name, select **Contacts** for the type, and then tap **Go**.

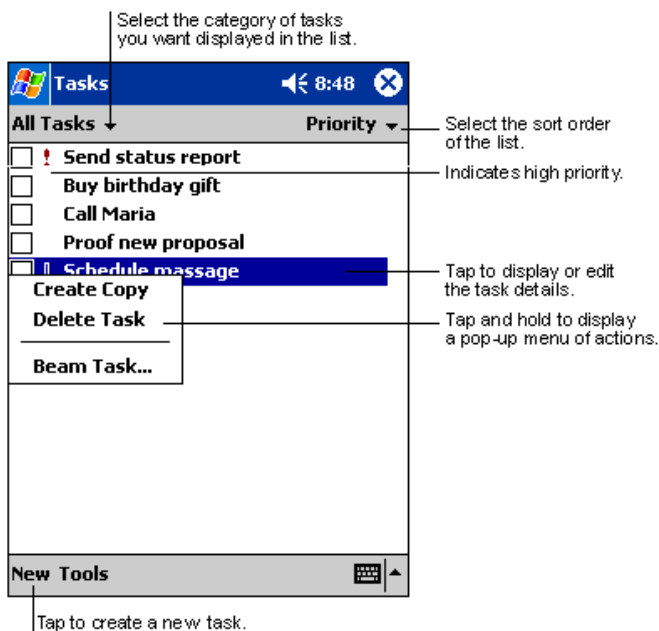
## Using the Summary Screen



- When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.



## Tasks: Keeping a To Do List



- Use Tasks to keep track of what you have to do.

To change the way information is displayed in the list, tap **Tools** and then **Options**.

## To create a task:

Tap to return to the task list (the task is saved automatically).

Subject:

Priority: Normal

Status: Not Completed

Starts: None

Due: None

Occurs: Once


Reminder: None

Categories: No categories...

Task Notes

Notes is a good place for maps and drawings.

1. Tap **New**.
2. Using the input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see **Notes: Capturing Thoughts and Ideas** later in this chapter.
6. When finished, tap **OK** to return to the task list.

 To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here to add a new task** and enter your task information.

## Using the Summary Screen

Tasks 9:09 OK

**Send status report** !

Starts: 8/18/2000

Due: 8/18/2000

Send to the whole team using the new format.

View task details.

Tap to show and hide additional summary information.

View notes.

Edit Tools

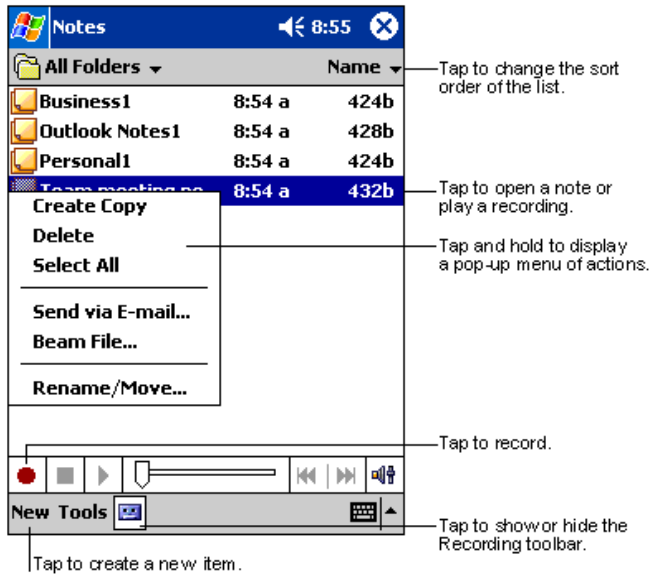
Tap to change task.

- When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.



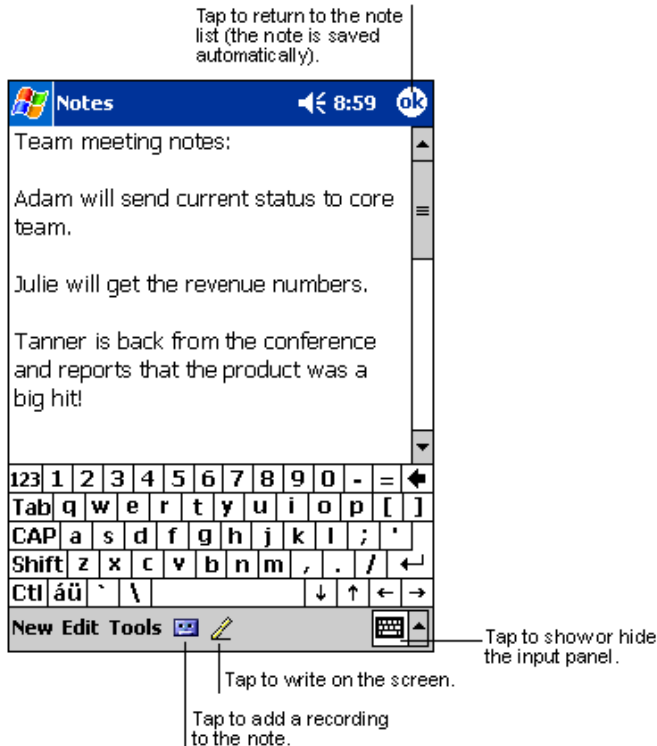


## Notes: Capturing Thoughts and Ideas



- Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.

### To create a note:



1. Tap **New**.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see **Chapter 3**.

# Chapter 9: Companion Programs


The companion programs consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, Microsoft® Money, and Windows Media™ Player for Pocket PC, and Microsoft® Reader.

To switch to a companion program on your device, tap **Programs** on the  menu, and then tap the program name.

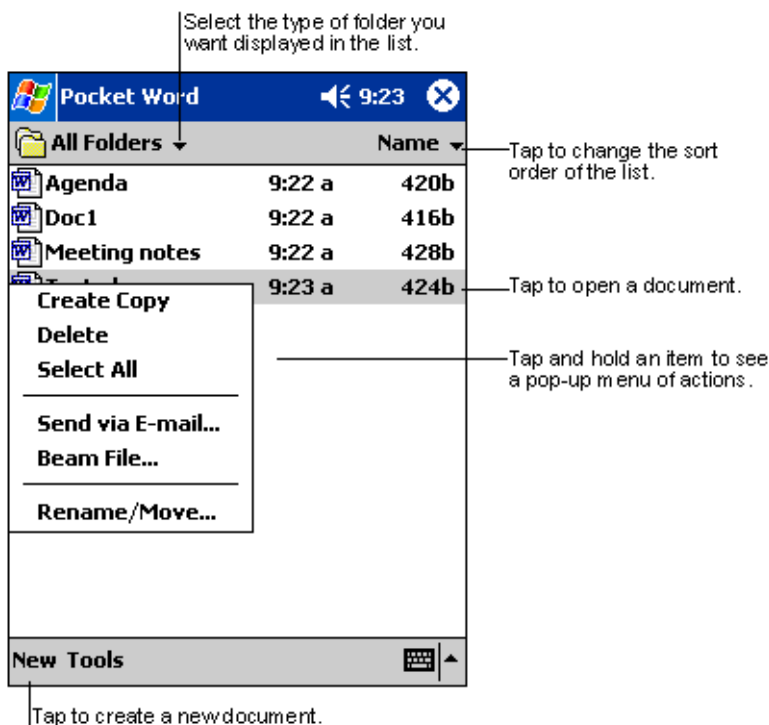


## Pocket Word

Pocket Word works with Microsoft Word on your PC to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your PC to your device. Synchronize documents between your PC and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap , **Programs**, **Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop up menu.

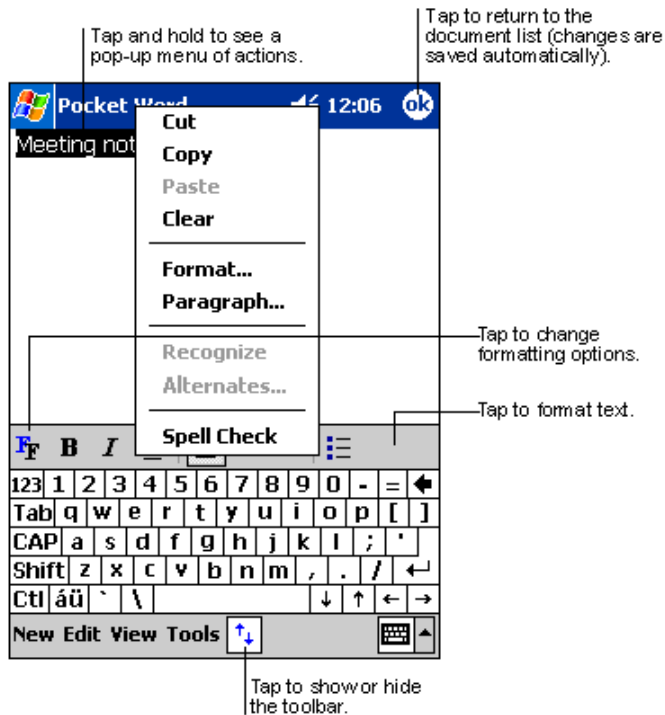


You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

If you're opening a Word document created on a PC, select **Wrap to Window** on the **View** menu so that you can see the entire document.

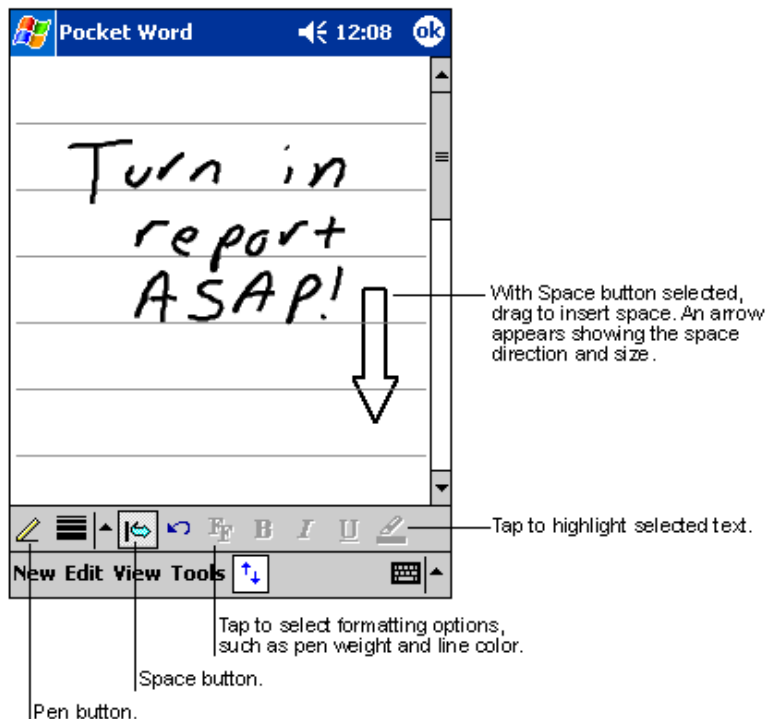
You can enter information in Pocket Word in one of four modes (typing, writing, drawing, and recording), which are displayed on the **View** menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the command bar.

## Typing Mode




- Using the input panel, enter typed text into the document. For more information on entering typed text, see **Chapter 3**.
- To format existing text and to edit text, first select the text. You can select text as you do in a MS-Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and then **Find/ Replace**.

## Writing Mode

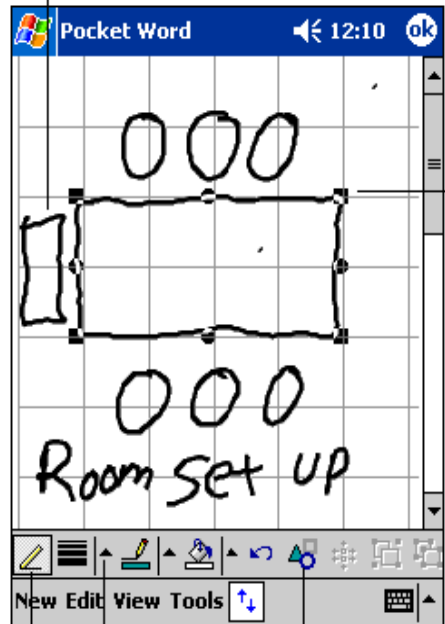


- In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see **Chapter 3**.

	<p>If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.</p> <p>Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your PC.</p>
---	---

## Drawing Mode

Select Shape on the pop-up menu to convert objects to proper shapes.



Resize an object by dragging the selection handles.

Tap an arrow to see your choices.


Tap to select formatting options, such as line weight, fill color, and line color.

Pen button.

- In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see **Chapter 3**.

## Recording Mode

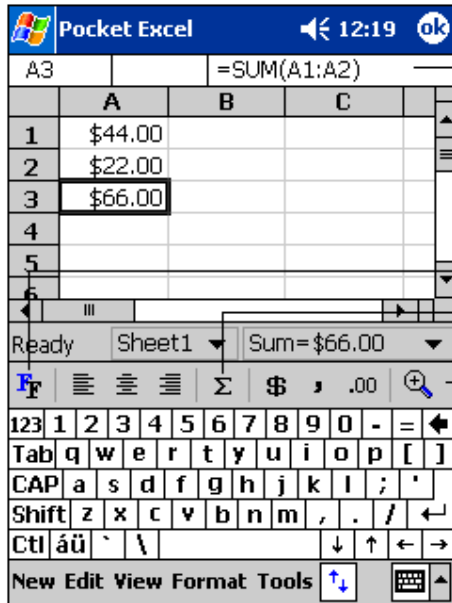
In recording mode, embed a recording into your document. Recordings are saved as .wav files. For more information on recording, see "Making a Recording" in Chapter 1.

For more information on using Pocket Word, tap  and then **Help**.



# Pocket Excel

Pocket Excel works with Microsoft Excel on your PC to give you easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your PC to your device. Synchronize workbooks between your PC and your device so that you have the most up-to-date content in both locations.




Cell contents appear here as you enter them.

Format button.

AutoSum button.

Zoom button.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap , **Programs**, **Pocket Excel**, and then **New**. A blank workbook appears. Or, if you've selected a template for new workbooks in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop up

menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** and then **Toolbar**.



If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook; tap **Edit**, and then **Password**. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.


## Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:


- View in full screen mode to see as much of your worksheet as possible. Tap **View** and then **Full Screen**. To exit full screen mode, tap **Restore**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where you want to freeze panes. Tap **View** and then **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** and then **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** and then **Remove Split**.
- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap **Format**, then **Row** or **Column**, and then **Hide**. To show a hidden row or column, tap **Tools**, then **Go To**, and then type a reference that are in the hidden row or column. Then tap **Format**, then **Row** or **Column**, and then **Unhide**.



## Windows Media Player for Pocket PC

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap , **Programs**, and then tap **Windows Media**.



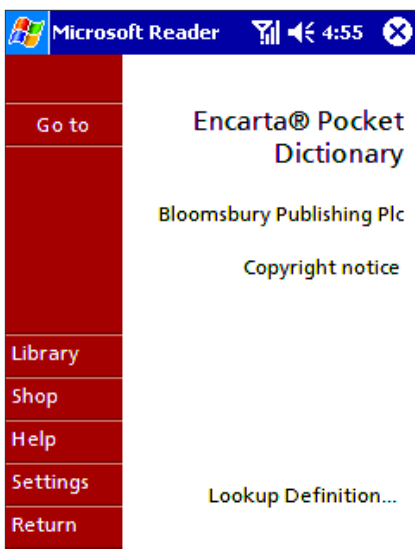
- Use Microsoft Windows Media Player on your PC to copy digital audio and video files to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.
- For more information about using Windows Media Player for Pocket PC, tap , and then tap **Help**.




## Microsoft Reader

Use Microsoft Reader to read e-Books on your device. Download books to your PC from your favorite e-Book Web site. Then, use ActiveSync to copy the book files to your activated device. The books appear in the MS-Reader Library, where you can tap them in the list to open them.

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:



- Page through the book by using the Up/Down control on your device or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.
- The Guide-book contains all the information you'll need to use the software. To open the Guide-book, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title, and then tap **Help** on the pop up menu.
- To switch to Microsoft Reader, tap , **Programs**, and then **Microsoft Reader**.

## Getting Books on Your Device

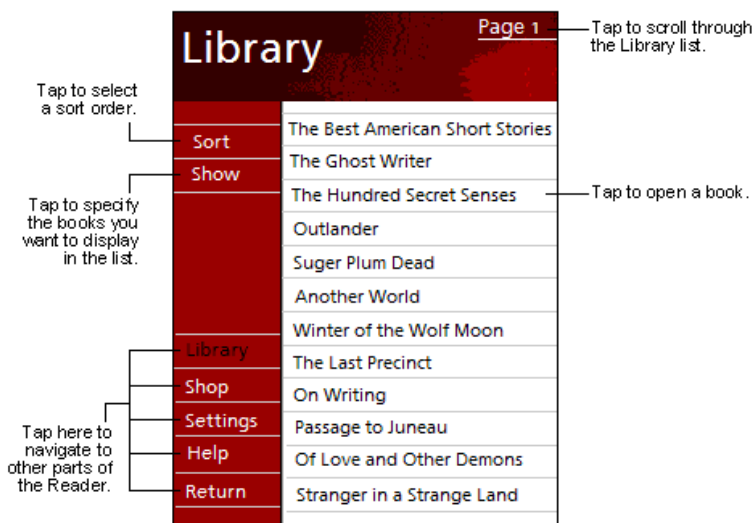
You can purchase and download book files from the Web to your PC and then synchronize them with your Pocket PC; however, in order to do so, you must have: activated your device – you only need to activate it once -, have an activated copy of **MS Reader** on your PC, and have set up synchronization for **Files** in **ActiveSync**.

1. Open **ActiveSync** on your PC then check you have selected synchronize **Files** - if you have done so it will appear under **Information Type**; if you have not click **Options**, **Sync options**, tick **Files** and then **OK** from the pop-up menu. (The pop-up menu is telling you our computer will create a folder in which you must put files you wish to synchronize)
2. If you have not already activated your device, open a web browser, go to <http://das.Microsoft.com/activate> and follow the instructions.
3. Go to [www.microsoft.com/reader/shop.asp](http://www.microsoft.com/reader/shop.asp) for a list of retailers selling **Microsoft Reader** e-Books.
4. If you do not have a copy of **MS-Reader** on your PC, go to one of the retailers listed above and download a free copy from their site; then activate it as described above.
5. Go to one of the **Microsoft Reader** e-Book sites, and follow the instructions in the site for choosing, purchasing and downloading a book to your desktop.
6. Use **Windows Explorer** on your desktop to locate the MS Reader “My Library” folder and the “Pocket\_PC My Documents” folder, find the book title in **My Library** and then copy it to **Pocket\_PC My Documents**. **ActiveSync** will then download the files from your PC to your activated device.

Sample books and a dictionary are also included in the MS-Reader folder in the Extras folder on the Pocket PC Companion CD.

## Using the Library

The Library is your Reader home page; it displays a list of all books stored on your device or storage card.



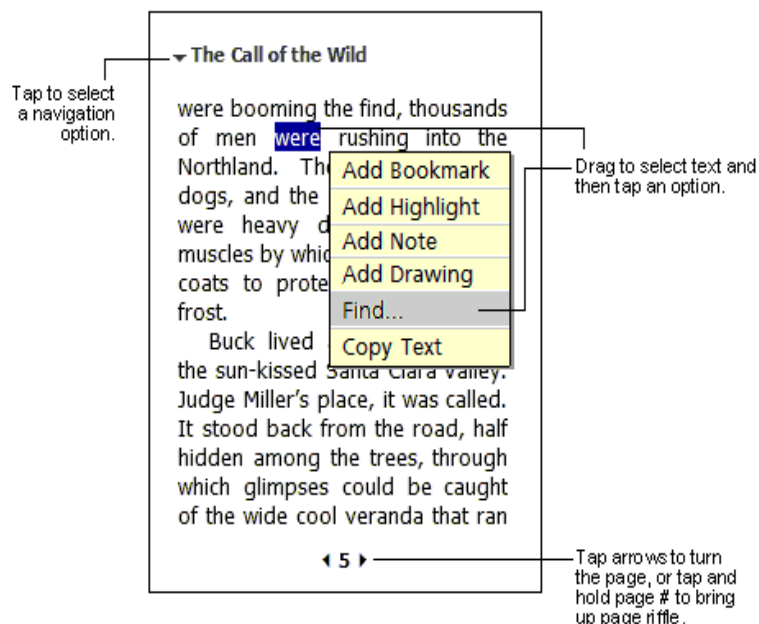
### To open the Library:

- On the Reader command bar, tap **Library**.
- On a book page, tap the book title, and then tap **Library** on the pop up menu.

### To open a book:

- Tap its title in the Library list.

## Reading a Book



Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one.

Subsequently, whenever you open the book, you'll be automatically taken to the last page read.

In addition to the text, each book page includes a page number and book title.

You can also page through a book by using the Up/Down control on your device.

## Using Reader Features

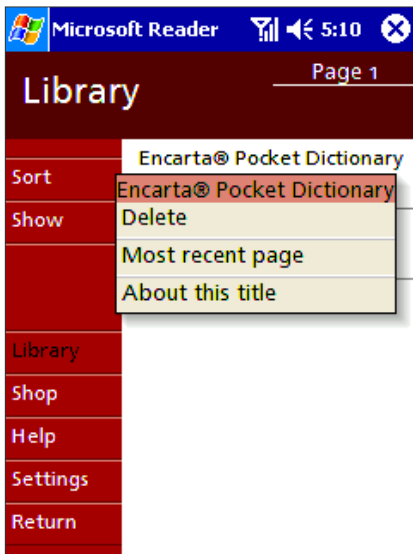
Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop up menu, as described here:

- **Search for Text.** Find text in a book by tapping **Find** on the pop up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close **Find**, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop up menu.
- **Copy Text.** You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop up menu. The text can be pasted into the program of your choice.
- **Bookmarks.** When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
- **Highlights.** When you highlight text, it appears with a colored background.
- **Notes.** When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display in the left margin. To show or hide the note, tap the icon.
- **Drawings.** When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
- To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.



## Removing a Book




- When you finish reading a book, you can delete it to conserve space on your device. If a copy of the book is stored on your PC, you can download it again at any time.
- To remove a book from your device, tap and hold the title in the Library list, and then tap **Delete** on the pop up menu.

## Image Viewer



- **Image Viewer** allows you to conveniently view high-resolution JPEG and BMP pictures, whether you are at home or on the road.
- Download images to your PC, and then use ActiveSync to copy the files to your Pocket PC Phone. The images appear in **Image Viewer**, where you can tap them in the list to open them

	Pictures can also be stored on a MMC or SD memory card to save memory on your device. Insert a card into the memory card slot and then copy or drag the pictures from your PC to the <b>My Documents directory</b> on the memory card (If the memory card does not have a <b>My Documents directory</b> you must create one first).
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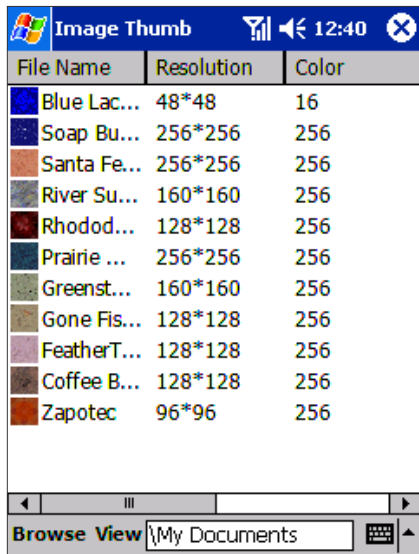
**Image Viewer** is based in part on the work of the Independent JPEG group.

## Transferring Images to your Pocket PC Phone

Pictures stored on your PC can be synchronized with **Image Viewer** on your device. Picture synchronization is not automatically selected in ActiveSync. For more information on synchronization, see ActiveSync Help on the PC.

## Changing your Image List Layout

You can choose to file your images in a list (see left) or as Viewer icons (see right).



- To file images in a list tap **View** and then **Details**.
- To file images as Viewers tap **View** and then **Large Icons**.

## Viewing Images

1. View any image stored on your device by tapping **Start, Programs, Image Viewer** and then **Browse**.
2. In **Browse** tap **Find All** or **Change Folder** – if you tap **Change Folder** a screen will appear listing the folders on your device.
3. Before you choose one you can select to view the actual size of the picture or to fit it to the screen. To do so tap **View, Zoom, Best Fit** or **Actual Size**.

## Deleting an Image

Hold the stylus firmly on the file name of the picture you want to delete, and then select **Delete** from the pop up menu.

## Refreshing all Images

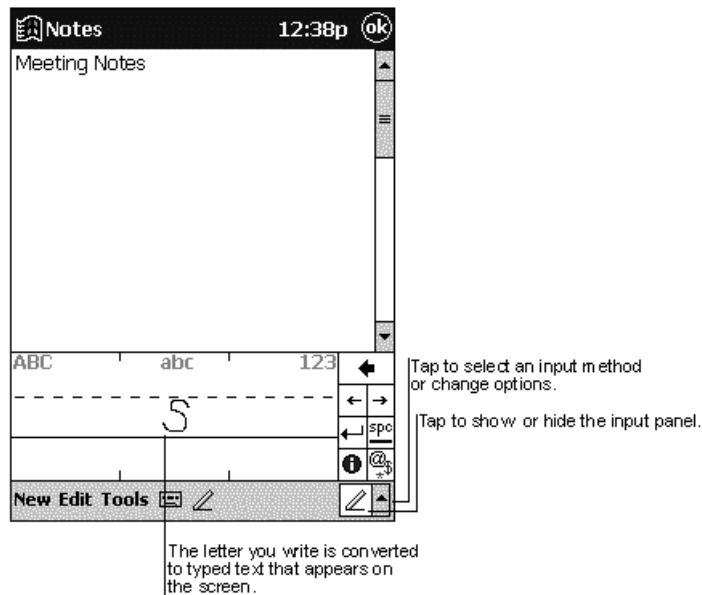
On the pop up menu, tap **Refresh**, the file information on picture list will be refreshed.

## Arranging Order

If you are working in **Details** view, you can change the order in which the pictures are listed by tapping any of the following: file name, resolution, color numbers, file type, date or file size. The list will be sorted on the criteria selected.

# Appendix A: Character Recognizer

Using Character Recognizer, you can write characters directly on your Pocket PC Phone screen with your stylus, just as you would on a piece of paper. The characters you write are translated into typed text. Use Character Recognizer anywhere you want to enter text, for example, to write a note or to fill in fields in a dialog box.



- The default writing mode for Character Recognizer is lowercase (Jot-compatible) mode. In this mode, you write characters in lowercase. The chart at the end of this appendix contains examples of how to write characters in lowercase mode. You can also choose to write in uppercase (Graffiti-compatible) mode. In this mode, you write characters in uppercase. If you prefer to write in uppercase mode, tap **Uppercase Mode** in **Options** on the input method menu. Whether a letter appears in uppercase or lowercase when it is converted to typed text depends on where in the input panel you write it, not on the mode you have selected.
- The Character Recognizer input panel is divided into three writing areas. Letters written in the left area (labeled **ABC**) creates uppercase letters, and letters written in the middle area (labeled **abc**) creates lowercase letters. Use the right area (labeled **123**) for writing numbers, symbols, special characters, and punctuation.

Letter Area												Number/Punctuation Area											
A	a					N	n					0	0					)	)				
B	b					O	o					1	1					+	+				
C	c					P	p					2	2					*	*				
D	d					Q	q					3	3					/	/				
E	e					R	r					4	4	4	4	L		\	\				
F	f					S	s					5	5	5				?	?				
G	g					T	t	7	7	v	f	6	6					!	!				
H	h					U	u					7	7					@	@				
I	i					V	v					8	8					&	&				
J	j					W	w					9	9					'	'				
K	k	k	k	k		X	x	x	x			>	>					“	“				
L	l	l	l			Y	y	y				.	.					-	-				
M	m					Z	z					(	(										


  

space	←
back space	→

enter	↵
back space	←

- The chart is a partial display of the characters you can write while in lowercase mode (the dot on each character is the starting point for writing). Remember that even though you write a letter in its lowercase form, the case of the text that is displayed depends on where you write the letter. For example, if you write a lowercase “a” in the **ABC** area, an uppercase “A” is displayed on the screen.

For more information on using Character Recognizer and for demos of all characters, tap  on the Character Recognizer input panel.

## Appendix B: Troubleshooting

### Reset the Pocket PC Phone and Clear Memory

You can perform a soft reset or a full reset, depending on the situation: a full reset, in the sense that you will lose all data and any software you have installed yourself, is similar to reinstalling your OS on your PC; a soft reset is similar to restarting your desktop.

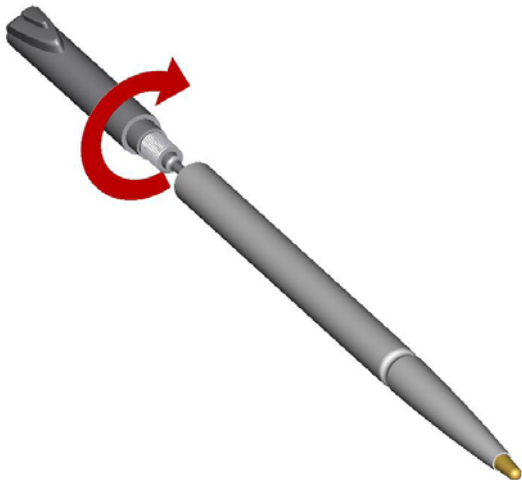
If your Pocket PC Phone responds slowly stops responding or freezes, try soft resetting it. A soft reset causes the Pocket PC Phone to restart and re-adjust memory allocation. Unsaved data in open windows may be lost.

#### To perform a soft reset:

- Use the stylus to press and hold the Reset button for about two seconds. (For details on finding soft reset, see, “Chapter 2, Bottom Edge Features.”)

#### To perform a full reset:

**Warning:** Clearing memory deletes all data and restores the Pocket PC Phone to its default settings. Programs installed at the factory remain, while data you have created and programs you have installed are erased.



1. Unscrew the stylus and use the smaller point of the top-half.





2. Press the battery switch once to turn it off, and then once more to turn it back on.



Use ActiveSync to keep a backup of your Pocket PC Phone data so that if you need to clear memory, you can restore the data on your Pocket PC Phone. For more information, see ActiveSync Help.

## Battery loses Power

When the battery is low, you will see a battery icon ( - main battery low,  - main battery very low) in the status bar of the screen and a pop up screen to tell you to recharge the battery as soon as possible. The battery is split into two portions: main battery and backup battery. When the main battery portion is discharged your device will power off. However, the backup battery portion for 72 hrs will preserve your data. If the backup battery portion is discharged, you run the risk of losing the data on your Pocket PC Phone.


You want your Pocket PC Phone battery charge to last as long as possible, especially when you're on the road. Under normal conditions, you can get many hours of use from a single set of batteries or from a full charge. Here are a few tips to help you get the most from them.

### Use external power whenever possible


Use the AC adapter to plug your Pocket PC Phone into external power whenever possible, especially when:

- Establishing a remote connection.
- Using the frontlight feature of your Pocket PC Phone display.
- Connecting to a PC.
- Letting the notification light flash for extended periods.

### Shorten auto suspend time

While on battery power, your Pocket PC Phone automatically suspends operation if you haven't touched the hardware buttons or used the stylus for a specified period. Maximize battery life by shortening the time. Tap  and then **Settings**. On the **System** tab, tap **Power**, and then adjust the **On battery power** setting.

#### To turn off sounds you don't need

The Pocket PC Phone produces sounds in response to a number of events, such as warnings, appointments, and screen taps or hardware button presses. To optimize battery life, turn off any sounds you don't need. Tap  and then **Settings**. On the **Personal** tab, tap **Sounds & Reminders** and clear check boxes on the **Volume** and **Reminders** tabs.

#### To turn off notification light

Tap  and then **Settings**. On the **Personal** tab, tap **Sounds & Reminders**. On the **Reminders** tab, clear the **Flash light for** check box.


## If you forget your password





If you forget your password, you'll need to clear memory on the Pocket PC Phone. See **Reset the device and clear memory** earlier in this appendix.

## If you run out of Phone memory


Memory on your Pocket PC Phone is shared between storage memory and program memory. Storage memory is used to store the information you create and programs you install. Program memory is used to run programs on your Pocket PC Phone. Pocket PC Phone automatically manages the allocation between storage and program memory. However, in some situations, such as when memory is low, Pocket PC Phone may not be able to automatically adjust the allocation. If you receive a message stating that storage or program memory is unavailable, try the following solutions.

### Finding Space In Storage memory

- Move data to a MMC/ SD storage card.
- Tap , **Programs**, and then **File Explorer**. Tap and hold the file you want to move, and tap **Cut**. Browse to the My Documents folder in the storage card folder, tap **Edit**, and then tap **Paste**. Files stored in folders other than My Documents or stored in folders within folders in My Documents may not show up in the list view of some programs. When using Notes, Pocket Word, or Pocket Excel, you can also move files by opening the item and tapping **Tools** or **Edit** and then **Rename/Move**.

- Move e-mail attachments. In Inbox, tap **Tools** and then **Options**. On the **Storage** tab, select **Store attachments on storage card**. All attachments are moved to the storage card, and new attachments are automatically stored on the storage card.
- Set programs such as Notes, Pocket Word, and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** and then **Options**.
- If you are copying files from your PC or another device to your Pocket PC Phone, try adjusting the slider in the **Memory** setting. Tap  and then **Settings**. On the **System** tab, tap **Memory** and check whether the slider can be adjusted manually before copying files.
- Delete unnecessary files. Tap , **Programs**, and then **File Explorer**. Tap and hold the file, and then tap **Delete** on the pop up menu. To find your larger files, tap  and then **Find**. In the **Type** list, tap **Larger than 64 KB**, and then tap **Go**.
- In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** and then **Options**. Tap **Delete Files** and **Clear History**.
- Remove programs you no longer use. Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**. Tap the program you want to remove and then **Remove**.
- Clear program memory as described in the following section. This will free some program memory so that it can be allocated to storage memory.

## Finding Space In Program Memory

- Stop programs you are not currently using. In most cases, programs automatically stop to free needed memory. However, in some situations, such as when confirmation dialog boxes are waiting for a user response, the program may not be able to automatically stop. To check the state of your active programs, tap  and then **Settings**. On the **System** tab, tap **Memory** and then the **Running Programs** tab. Tap the program you want to view and then tap **Activate**. Close any open windows or messages and return the program to list view. If this doesn't work, you can stop the program manually. First, make sure that closing open items and returning the program to list view save your work. Then, stop the program by tapping **Stop** or **Stop All** on the **Running Programs** tab.
- Clear storage memory as described in the preceding section. This will free some storage memory so that it can be allocated to program memory.
- Reset your Pocket PC Phone can release the program memory, you can do it as described in **Reset the Pocket PC Phone and clear memory** earlier in this appendix.

## Screen freezes or responds slowly

Reset your Pocket PC Phone. See **Reset your Pocket PC Phone and clear memory** earlier in this appendix.

## Screen is blank

If your Pocket PC Phone doesn't respond when you briefly press the Power button, press and hold the button for a full second. If that doesn't work:

- Make sure your SIM door cover is closed and all expansion slots are secured.
- Plug the AC power into device.
- Reset the device. See **Reset the device and clear memory** earlier in this appendix.

## Screen is dark


Prolonged exposure to direct sunlight may cause your Pocket PC Phone screen to temporarily darken. This is normal for LCD screens and is not permanent.

## Screen is hard to read

If you're having a hard time viewing a document in Notes, try changing the size of the view. To do this, tap a zoom percentage on the **Tools** menu. In Pocket Word and Pocket Excel, on the **View** menu, tap **Zoom** and then select a zoom percentage. In Pocket Internet Explorer, on the **View** menu, tap **Text Size** and then select a size.

If you're having a hard time viewing Pocket Outlook data, try enlarging the display font. To do this within Calendar, Tasks, or Contacts, tap **Tools**, then **Options**, and then select **Use large font**.

## Inaccurate response to stylus taps

Adjust the touch screen to respond more accurately to screen taps. Tap  and then **Settings**. On the **System** tab, tap **Align Screen**. Or press and hold **Calendar** button and then press **Action** to launch the screen tapping calibration process.

## Slow or no response

Reset your Pocket PC Phone. See **Reset the Pocket PC Phone and clear memory** earlier in this appendix.

## Infrared (IR) connection problems

If you are unable to use IR to transfer information, try the following:

- Transfer only one file or no more than 25 contact cards at a time.
- Line up the IR ports so that they are unobstructed and within a close range.
- Make sure nothing is between the two IR ports.
- Adjust the room lighting. Some types of light interfere with IR connections. Try moving to a different location or turning off some lights.

## Phone connection problems

If you have a problem using your phone, try the following:

- Check your wireless connection to your mobile service provider is switched on and the signal unobstructed (For more information, see **Checking you are Connected**).
- Contact your mobile phone service provider for help.


## Internet connection problems

The following connection problems may occur. Additional troubleshooting information is available in **Connections** Help on the Pocket PC Phone and ActiveSync Help on the PC.

- Check you have set up and connected to an Internet service provider.
- Check your wireless connection to your mobile service provider is switched on and the signal unobstructed (For more information, see Chapter 3 "Checking you are Connected").
- Check Verify with your Internet service provider that your user name and password are correct.
- Verify with your Internet service provider that the network you are trying to connect is available, or try to connect to it from another PC.


## Network connection problems

The following connection problems may occur. Additional troubleshooting information is available in **Connections** Help on the Pocket PC Phone and ActiveSync Help on the PC.

- Check your wireless connection to your mobile service provider is switched on and the signal unobstructed (For more information, see Chapter 3 "Checking you are Connected").
- Verify that you have added necessary server information. Tap  and then **Settings**. On the **Connections** tab, tap






**Network.** Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.

- If **Network Connection** isn't listed as a connection method in the **ActiveSync** dialog box when starting synchronization, wait a few minutes and try again. Also, if synchronization does not start right away, the network is probably busy, and it may take a minute for your Pocket PC Phone to connect to the network.
- Verify with your network administrator that your user name and password are correct.
- Verify with your network administrator that the network you are trying to connect is available, or try to connect to it from another PC.
- You may need to change the device name if you are trying to connect to a network and cannot because another Pocket PC Phone with the same name is already connected. To change the Pocket PC Phone name, tap  and then **Settings**. On the **System** tab, tap **About**, and then the **Device ID** tab.

## Cable and cradle connection problems

The following solutions may help if you encounter problems when connecting to your PC. Additional troubleshooting information is available in **Connections** Help on the Pocket PC Phone and ActiveSync Help on the PC.

- Ensure the Pocket PC Phone is turned on.
- Ensure that you do not have any other active connections. Tap  and then **Today**. Tap  or  at the bottom of the screen and then **Disconnect**.
- Ensure the cable is securely plugged into the COM port on the back of your PC. Use the cable that came with the Pocket PC Phone without any extra cables or extenders attached.
- Plug the other end of the cable securely into the correct port on your Pocket PC Phone. If you are using a cradle, push your Pocket PC Phone securely into the cradle.



# Appendix C: Regulatory Notices

## Regulatory Agency Identification Numbers

For regulatory identification purposes your product is assigned a model number **PW10xx**.

**The following accessories have been evaluated for use with your device. Their assigned model numbers listed below can identify these approved accessories. To ensure continued reliable and safe operation of your Pocket PC Phone, use only the accessories listed below with your **PW10xx**.**

Accessories	Model Number
Pocket PC Phone	<b>PW10xx</b>
Cradle	<b>PW15x</b>
External Battery Pack	<b>PW16x</b>

Note 1: The above “x” may be any alphanumeric character or blank denoting external cosmetic changes.

Note 2: This product is intended for use with certified Class 2, rated 5 V dc, minimum 1A power supply unit.

## European Union Notice

**Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.**

**Compliance with these directives implies conformity to the following European Norms (in brackets are the equivalent international standards):**

- EN 60950 (IEC 60950) - Safety of Information Technology Equipment
- ETS 300 342-1 (June 1997) - Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) for European digital cellular telecommunications system (GSM 900MHz and GSM 1900MHz); Part 1: Mobile and portable radio and ancillary equipment
- GSM11.10
- ANSI/IEEE C.95.1-1992- specific absorption rate in mobile phone emission condition for body health
- FCC part 15 and part24
- prENV50166-2, 1995 for SAR
- SAR: 0.892mW/10g

## Important Safety Information

Retain and follow all product safety and operating instructions. Observe all warnings on the product and in the operating instructions.

**To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment observe the following precautions.**

## General Precautions

**Heed service markings:** Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technicians or provider.

**Damage requiring service:** Unplug the product from the electrical outlet and refer servicing to an authorized service technicians or provider under the following conditions:

- Liquid has been spilled or an object has fallen into the product.
- The product has been exposed to rain or water.
- The product has been dropped or damaged.
- There are noticeable signs of overheating.
- The product does not operate normally when you follow the operating instructions.

**Avoid hot areas:** The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

**Avoid wet areas:** Never use the product in a wet location.

**Avoid pushing objects into product:** Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

**Mounting Accessories:** Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

**Avoid unstable mounting:** Do not place the product with an unstable base.

**Use product with approved equipment:** This product should be used only with personal computers and options identified as suitable for use with your equipment.


**Adjust the volume:** Turn down the volume before using headphones or other audio devices.

**Cleaning:** Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean an LCD screen.

## Safety Precautions for Power Supply Unit

**Use the correct external power source:** A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

**Handle battery packs carefully: This product contains a Lithium Polymer battery.** There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).

	<b>DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. REPLACE ONLY WITH SPECIFIED BATTERIES. DISPOSE OF USED BATTERIES ACCORDING TO THE LOCAL REGULATIONS OR REFERENCE GUIDE SUPPLIED WITH YOUR PRODUCT.</b>
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## Appendix D: Hardware Specifications

<u>Feature</u>	<u>Component</u>
PDA module: Processor	Intel SA-1110 CPU SDRAM 32MB; Flash ROM: 32MB
Memory	
GSM/GPRS module	900/1800 MHz.
LCD module	3.5" 240x320 pixels, 4096 colors reflection TFT.
Buttons	Four buttons (2 GSM and 2 Windows CE AP buttons - programmable); power and back light control; navigation pad for scroll up, down, left, right and action; volume adjustment button.
Stylus	101 mm, maximum diameter 4.5 mm
Notification	One LED or Vibration motor for GSM and PDA for event/standby alarm, charging.
Audio	Built in Microphone and speaker; one earphone/ microphone jack with stereo sound; MP3 stereo
Interface	Plug in SIM card; feature connector (RS-232, USB and DC power); infrared IrDA SIR.
Power	Rechargeable battery Li-Polymer; 3.7V 1500 mAh; built in charger.
Accessories	AC adapter (input: 100-240Vac, 50-60Hz, 0.2A; output: 5VDC, 1A Max, 5W) USB cradle; earphone plug; service kit; protective pouch.

# Appendix E: Icons

## Phone



**Phone off or out of network service**, tap to turn on the phone.



**Phone on or in network service**, tap to turn off the phone.



**Shows your connection is at full strength.**



**Call Missed**, tap to view call(s) you missed.,



**E-mail or SMS notification**, tap to view SMS or E-mails not read.



**Synchronization proceeding**, the icon will disappear when synchronization has finished.



**Send button**, press to make a phone call.



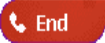
**End button**, press to end a call.



**Talk**, tap to make a phone call in **phone dialer**.



**Clear**, tap to erase the number you inputted in **phone dialer**.



**End**, tap to end a call in **phone dialer**.



**Erase**, tap to erase numbers you inputted one by one. Or tap and hold the icon to erase the whole number you input in **phone dialer**.



**Notes**, tap during a call to make a note for that particular call in **phone dialer**.



**Speed Dial**, tap to view the speed dial list.



**Call Log**, tap to view call details..



**Incoming call**, notifys you of an incoming call.



**Outgoing call**, notifys you of an outgoing call.



**Missed call**, notifys you of a call you missed.

# Pocket PC



**Start menu**, tap to pull down the start menu.



**System volume**, tap to adjust the volume both for phone and Pocket PC.



**Power low**, notifies you the battery is in the power low status.



**Power very low**, recharge the device to avoid the data lost.



**Connection is active**; the icon will disappear when your device is connected.



**Synchronization proceeding**, the icon will disappear when synchronization is complete.



**Instant message notification**, tap to read the content of instant message.



**E-mail or SMS notification**, tap to view SMS or E-mail not read.



**Establishing the connection**, the icon will be disappear when the connection is established.



**Icon room**, If more notification icons need to be displayed than there is room to display them. Tap the icon to view all notification icons.



**ActiveSync**, synchronizing information between your device and PC.



**Calendar**, keep track of your appointments and create meeting requests.



**Contacts**, keep track of your friends and colleagues.



**Inbox**, send and receive e-mail/ SMS messages.



**Pocket Internet Explorer**, browsing Web and WAP sites, and download new programs and files from the Internet.



**Notes**, create handwritten or typed notes, drawings, and recordings.



**MS-Reader**, read E-books on your device.



**Image Viewer**, view JPG and GIF format pictures on your device.



**Tasks**, keep track of your tasks.



**Pocket Excel**, create new workbooks or view and edit Excel workbooks.



**Pocket Word**, create new documents or view and edit MS-Word documents.



**MSN Messenger**, send and receive instant messages with your MSN Messenger contacts.



**Phone**, make and receive calls, swap between calls and set up conference calling.



**SD Backup**, backup your Pocket PC Phone files to an SD card.



**SIM Manager**, loads contents of your SIM card to your device and allows you to transfer to Contacts.



**Windows Media Player**, enables the multimedia function on your Pocket PC Phone.




**Buttons**, assigns the application program to hardware button.



**Input**, setup the input portion of your device.



**Menu**, customizing what appears on the  menu, and to enable a pop up menu from the **New** button.



**Owner Information**, entering your contact information.



**Password**, limiting access to your device.



**Phone**; setup the phone function of your wireless feature.



**Sound and notification**, sets the notification type, event, and volume.



**Today**, customize the look and information that is displayed on the Today screen.



**Backlight**, customize the backlight, and adjust the brightness.



**Clock**, change the time or set the alarm.



**Microphone AGC**, enable/ disable the microphone AGC.



**Power**, maximize battery life.



**Regional settings**, customize the region and relative format for the region you use.



**Remove programs**, you may through this function to remove some application program(s) not used frequently.



**Screen**, re-calibrate the screen by tapping..



**Infrared**, use universal beaming to send contacts to a range of infrared equipped handheld devices.